BVEssentials

Administrators Guide & User's Manual

Version 4.3.5

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CONTACT

Getting Help

This guide provides complete, detailed information on installing and setting up the system. However should you find yourself with a problem that you cannot answer with the provided tools, please contact your BusinessVision Partner.

When you call your BusinessVision Partner, please be at your computer and prepared to provide the following information:

- Product name and version number
- The exact wording of any messages that appear on your screen
- What you were doing when the problem occurred
- How you tried to solve the problem
- Does anyone else have the same problem

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INTRODUCTION

Welcome to BVEssentials

BVEssentials is comprised of two modules that replace or enhance the functionality of some BusinessVision modules. The BVEssentials modules are Sales Manager and Production Manager.

Basically BVEssentials runs beside BusinessVision, using its architecture and table structure as the foundation to enhance data collection, functionality and reporting in a user friendly environment.

What is BVEssentials Production Manager?

BVEssentials Production Manager is an application that expands the Bill of Material module provided within BusinessVision. It requires BusinessVision Standard or SQL Edition as Bill of Materials is not included within the Small Business or Limited Editions.

BVEssentials Production Manager increases efficiency and functionality by pulling data stored in BusinessVision tables and files, displaying it seamlessly in the relevant BVEssentials windows and adding additional data elements and work flow options.

BVEssentials Production Manager provides the user with the ability to track raw material usage and demand before it is required, enabling better control over scheduling and the production process. At the same time it generates all files that are consistent with those produced by BusinessVision Bill of Material module. As a result, once a Production Order is completed and posted/received, all of the standard reporting and control functions of BusinessVision remain intact. In fact a better audit trail for the Production Order process is created.

Who Uses It?

The primary purpose is to track Production Order status and raw material requirements, posting the completed items to the appropriate location and inventory accounts when they are completed. BVEssentials updates the general ledger accounts as defined in the Inventory Sales Departments as needed. Once the Production Order is completed, the raw materials used are removed from inventory, and the finished product is placed in inventory at the sum cost of the raw materials used to produce the item.

The primary users will be the individuals who create Production Orders and need to follow the status of the order and materials required to complete them.

Typically there is a system administrator that does all of the configuration and setup, prior to the users doing data entry. They would also be responsible for defining security and the G/L accounts in BusinessVision, based upon the needs of their company.

SETUP (ADMINISTRATORS ONLY)

System Requirements

Setting Up BVEssentials (Administrators Only)

Installation

Once the minimum system requirements have been met, the Pervasive Engine and BusinessVision have been installed; you are ready to install BVEssentials.

To Install BVEssentials:

1. Download the installation file from http://updates.tri-tech.com/bvessentials/ and select **Run**

2. Accept the defaults for the location of the BVEssentials files, or select a different location using the **Browse** button.

3. Accept the remaining defaults as prompted

4. Then click **Finish**

   Once the installation has been completed, the next step is to register your product.

1. Double click the shortcut created on the desktop to BVEssentials

   The Company window will open.

2. Click **Options**

3. Click **Add**

   Browse to the BusinessVision Data folder for the desired company

4. Double click the **BVCON.FIL** file

   Your company name should now appear in the list.

5. **Login** with your BusinessVision ID and password; you will be prompted to enter an activation and license key

6. Enter your **company name**, leave *Serial Number blank*

7. Click **Next**

8. The screen will display a request key and a serial number.

9. Copy and paste both of these numbers into an email to info@bvessentials.com

A reply will be sent to you with the activation key for your copy of BVEssentials and license keys for the modules purchased.

1. When the activation and license key is received, launch BVEssentials

2. Log in and when you are prompted for the activation and license keys, enter the codes sent to you from BVEssentials

3. Select the company and login with your user name and password

User Permissions

A user, typically an Administrator, with BusinessVision Level 9 security is required to access and complete User Permissions.

To access User Permissions:

1. Select **Tools** on the menu bar

2. Select **Users**.

   The User List will open.

User List

3. Select the **User** from the list and double click

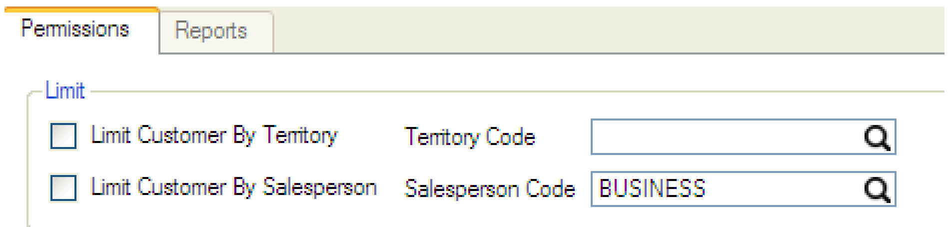
   Or

Select the **User** in the List and click **Edit User Icon**

The User Edit window will open.

Permissions Tab

Limit Section



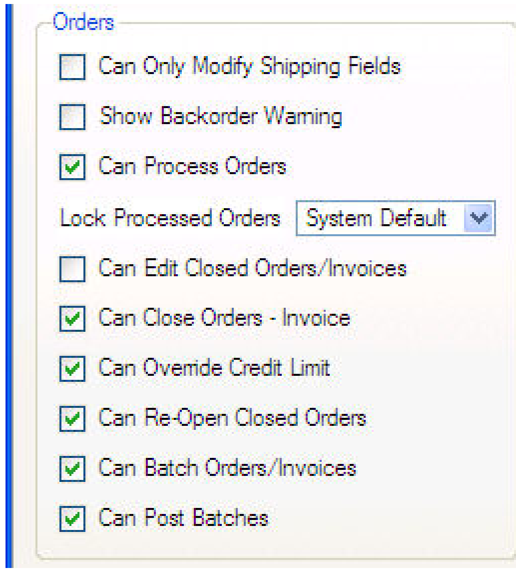
User Edit>Permission Tab Window>Limit Section

Limit Customer By Territory and Territory Code
For the selected user, if the Limit Customer By Territory option is marked, only the Customers assigned to the specified Territory Code will be displayed in a Customer List. If the option is unmarked, all Customers will be displayed in a Customer List..

Limit Customer By Salesperson and Salesperson Code
For the selected user, if the Limit Customer By Salesperson option is marked, only Customers assigned to the specified Salesman Code will be displayed in a Customer List. If the option is unmarked, all Customers will be displayed in a Customer List.

Note: *By default all Customers are displayed in a Customer List. The List can be restricted to display only the Customers that are assigned to a specific Salesperson in the selected Territory for this user.*

Orders Section



Permissions Tab>Orders Section

Can Only Modify Shipping Fields
When this options is marked, this user is restricted to editing only the shipping fields on an Order. This setting is useful for a user who only requires to enter the quantity shipped, shipping method, FOB and reference number fields. If unmarked, this user can add or edit the other fields on an Order..

Show Backorder Warning
When this user adds an Item to an Order and the quantity ordered exceeds the quantity available, a dialogue window will be displayed stating that there are insufficient quantities in inventory and some items are backordered.

Can Process Orders
When the Can Process Orders option is marked, the user has permission to process Orders. If it is unmarked, the Process icon is disabled and the user is unable to process Sales Orders.

Lock Processed Orders
There are three options to assign to the User with regards to Locking Processed Orders

- System Default
- Yes

- No

Can Edit Closed Orders - Invoice
The Can Edit Closed Orders - Invoice option, when marked gives permission to the User to edit Orders and Invoices after they have been closed. If unmarked, the User does not have permission to edit closed Orders and Invoices.

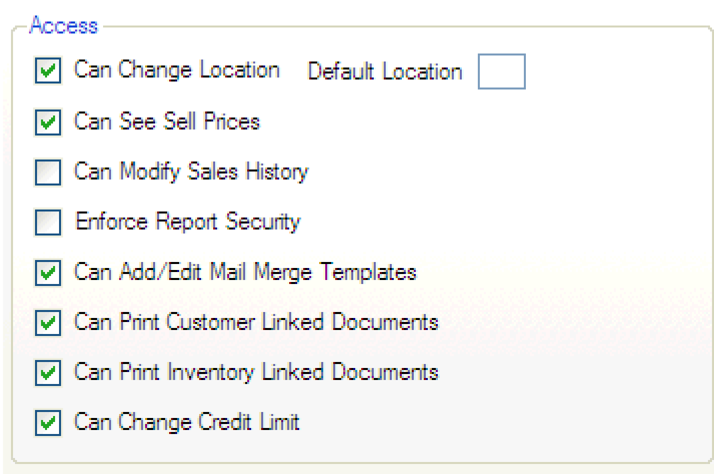
Can Override Credit Limit
The User will be able to override the credit limit if this option is marked. If unmarked, the User will not have permission to override credit limits.

Can Re-Open Closed Orders
The User can re-open closed orders and edit them when this option is marked. The User will not be able to edit a closed order if this option is not marked.

Can Batch Orders/Invoices
The User can place orders/invoices into Batches when this option is marked. If the option is unmarked, then the User will not be able to place Orders/Invoices into a batch.

Can Post Batches
When the Can Post Batches option is marked, the User can post batches. if it is unmarked, the User is unable to post batches.

Access Section



Permissions Tab>Access Section

Can Change Location
The User will be able to change locations when this option is marked. A **Default Location** can be assigned to the user as well. If this option is not marked and a default location is defined, the User will be restricted to the Default Location specified.

Can See Sell Prices
The User will be able to see the selling prices on orders and invoices when this option is marked. A User whose tasks are that of shipper or receiver does not need to see the selling price to complete their tasks. In that instance, this option would be left unmarked for those Users.

Can Modify Sales History
The User will have permission to edit PO Number, Salesperson, Territory, FOB, Reference Number, Detail Description, Detail Employee, and Detail Memo fields on a posted Invoice when this option is marked. If unmarked, the User will not have the ability to edit these fields.

Enforce Report Security
When this option is marked, the Reports Tab in the User Edit becomes active. From there, the user can be restricted to printing only the selected reports. If unmarked, the User has unrestricted access to available reports.

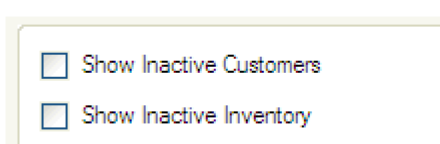
Can Add/Edit Mail Merge Template
The User will have permission to add or edit a Mail Merge template when this option is marked. If unmarked, the user will be restricted from making changes.

Can Print Customer Linked Documents
The User will have permission to print/view documents that are linked to the Customers they have permission to access, if this option is marked. If unmarked, the User can be restricted to more specific documents based on the other permissions that have been set.

Can Print Inventory Linked Documents
The User will have permission to print/view all Inventory documents that are linked to orders or items they have permission to access, if this option is marked. If unmarked, the User can be restricted to specific documents based on the there permissions that have been set.

Can Change Credit Limit
The User will be able to increase or decrease a Customer's credit Limit when this option is marked. If unmarked the User will be unable to change a Customer's credit limit, and will require another User with this permission set to change the credit limit for them.

Inactive Section



User Edit>Permissions Tab>Inactive Section

Show Inactive Customers
Inactive Customers will not be displayed in Customer Lists when this option is marked for this User. If unmarked, all Customers will be displayed.

Show Inactive Inventory
Inactive Inventory Items will not be displayed in Inventory Lists when this option is marked for this User. If unmarked, all Inventory Items will be displayed.

Company Setup

BVEssentials Company Setup
Before BVEssentials can be used, there is some set up to do that will affect four areas. These areas are the General Ledger, Inventory, Sales Manager and Production Manager. A user, typically an Administrator, with BusinessVision Level 9 security is required to access and complete BVEssentials setup.
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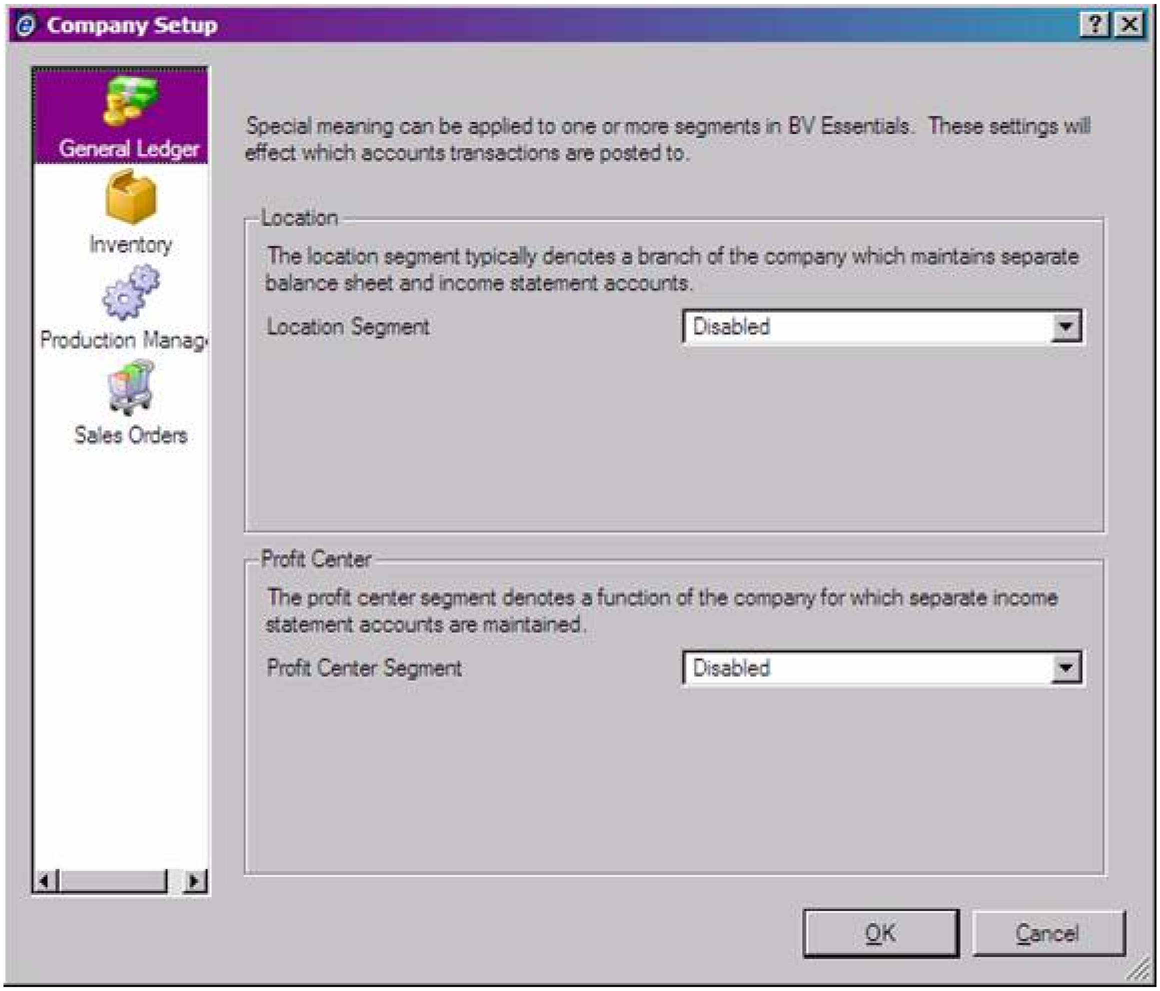
To access BVEssentials Company Setup:

1. Select **Tools** on the menu bar
2. Select **Company Setup.**

   The company setup window will open.



Company Setup> General Ledger Window

General Ledger

General Ledger

The General Ledger tab allows the system administrator to set up location and profit center segment in the G/L if needed.

Location Section

Some companies will have multiple locations or branches which can be set up as a segment of the G/L account in order to maintain separate balance sheet and income statement accounts.

This also allows for automatic posting to a pre-determined segment in the G/L. If the user logs in to a location (segment) then all postings by that user will be made to the account with that specific location code.

For Example assume the sales account is 40567 and the segment is BC, and the account 40567-BC exists in the G/L; then the posting will go to account 40567-BC. If the account does not exist then the transaction will be posted to the base sales account (40567).

Profit Center Section

In addition to having multiple branches or locations, some companies will track profit centers for reporting separately on their income statements. For Example an automotive repair company may have the following profit centers for parts revenue:

- Parts
- Service
- Warranty

A segment can be defined to denote these profit centers. Using the previous multi-location sales account as an Example the automotive repair company could utilize both the location and profit center segments for easier income statement reporting. The G/L accounts would look like the following for the BC location sales account:

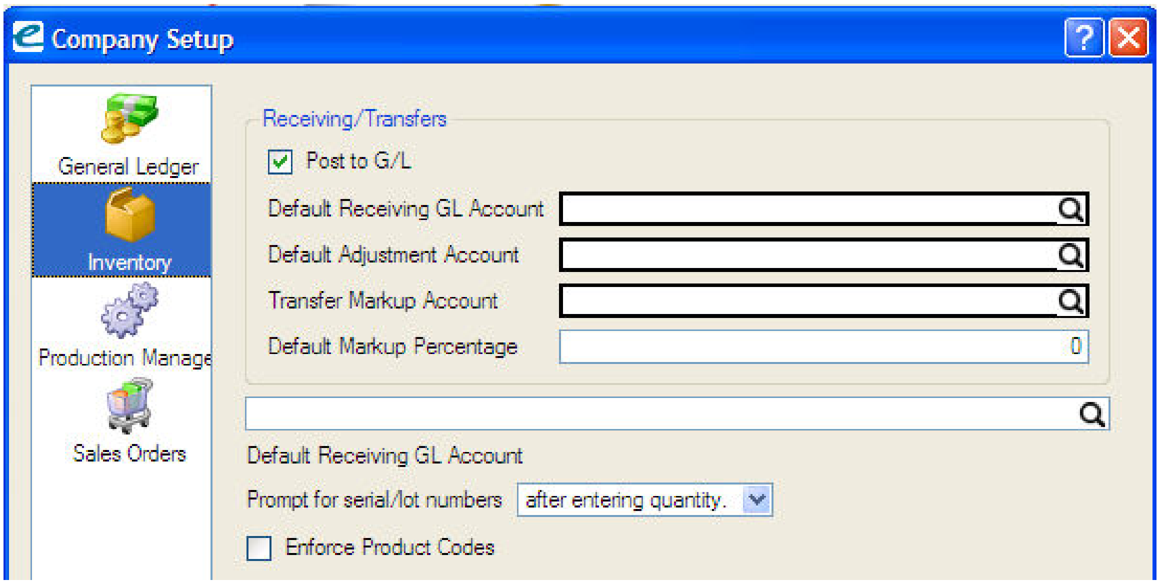
- 40567-BC-PART
- 40567-BC-SERV
- 40567-BC-WARR

Note: *If the G/L accounts do not exist with either/both the location and profit centers segment included, then the transactions will be posted to the G/L base sales account 40567.*

Inventory

Inventory Tab

The Inventory tab allows the administrator to set up references for posting a receiving or transfer to the General Ledger; the default accounts; the method in which to display the cost margin; and lastly, when the user will be prompted to enter serial/lot numbers



Company Setup>Inventory Window

Receiving/Transfers Section

A journal entry will not be posted automatically to the G/L for Receiving and Transfers unless the "Post to G/L" option is marked.

A default G/L account for inventory receipts needs to be selected from the G/L account lookup. This account will be the one used when inventory receipts are created and posted to the General Ledger.

Similarly, a default G/L account for inventory adjustments needs to be selected from the G/L account lookup. This account will be the one used when any inventory adjustments are created and posted to the General Ledger.

Note: *Default receiving and adjustment accounts must be specified from existing accounts in the G/L in order for the "Post to G/L" function to work. These settings can be the same as those already defined in BusinessVision.*

A default Transfer Markup Account needs to be selected from the G/L account lookup. This account will be the one used when a price markup is assigned to an item when transferred to another warehouse.

A Default Markup Percentage can be assigned to all transfers between locations or warehouses. The value of this will be entered into the default Transfer Markup Account mentioned above.

Prompt for Serial/Lot Numbers Section

The prompt for entering serial or lot numbers can be set to either of the following:

At Item Selection
The prompt to enter serial/lot numbers appears after the item has been selected. The number of serial/lot numbers entered will automatically populate the quantity ordered field.

After Selecting Quantity
The prompt to enter serial/lot numbers appears after the item selection and quantity has been entered. The number of serial/lot numbers entered/selected can not be more than the quantity entered.

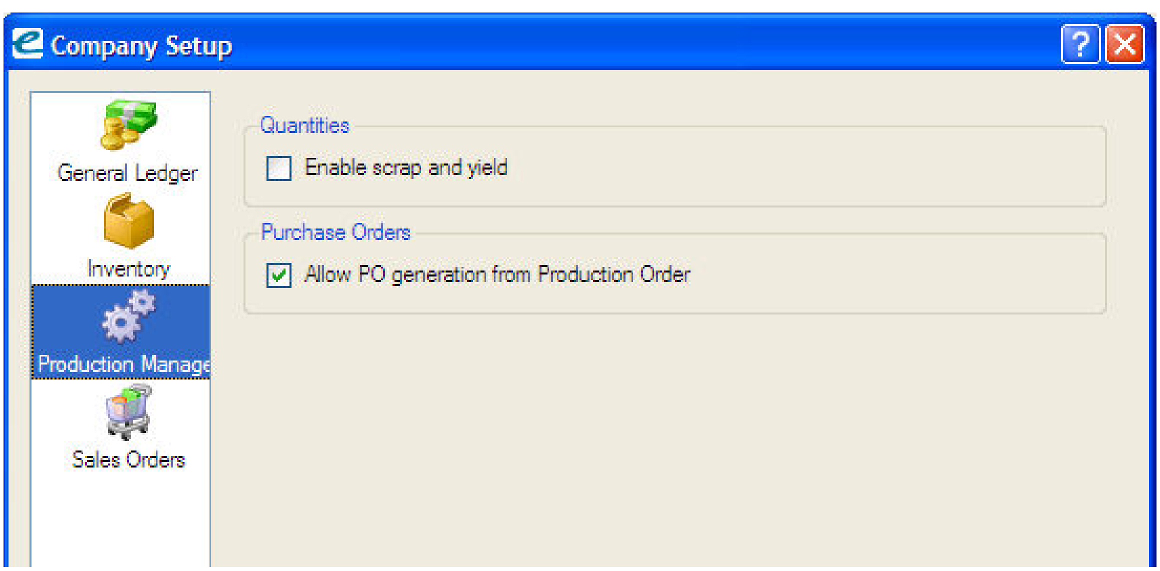
Enforce Product Codes
The Enforce Product Codes option when marked restricts users to entering or selecting only the product codes in existence in inventory. When unmarked the user (if they have permission to create new items) may add an item on the fly when doing inventory receipts, adjustments or transfers.

Production Orders

Quantities Section

If the items being produced use raw materials and there is left over or scrap materials at the end of the production process, then this option needs to be marked to track and allow for scrap and yield.

Please refer to BusinessVision documentation for further information on Scrap and Yield.



Company Setup>Production Manager Window

Purchase Orders Section

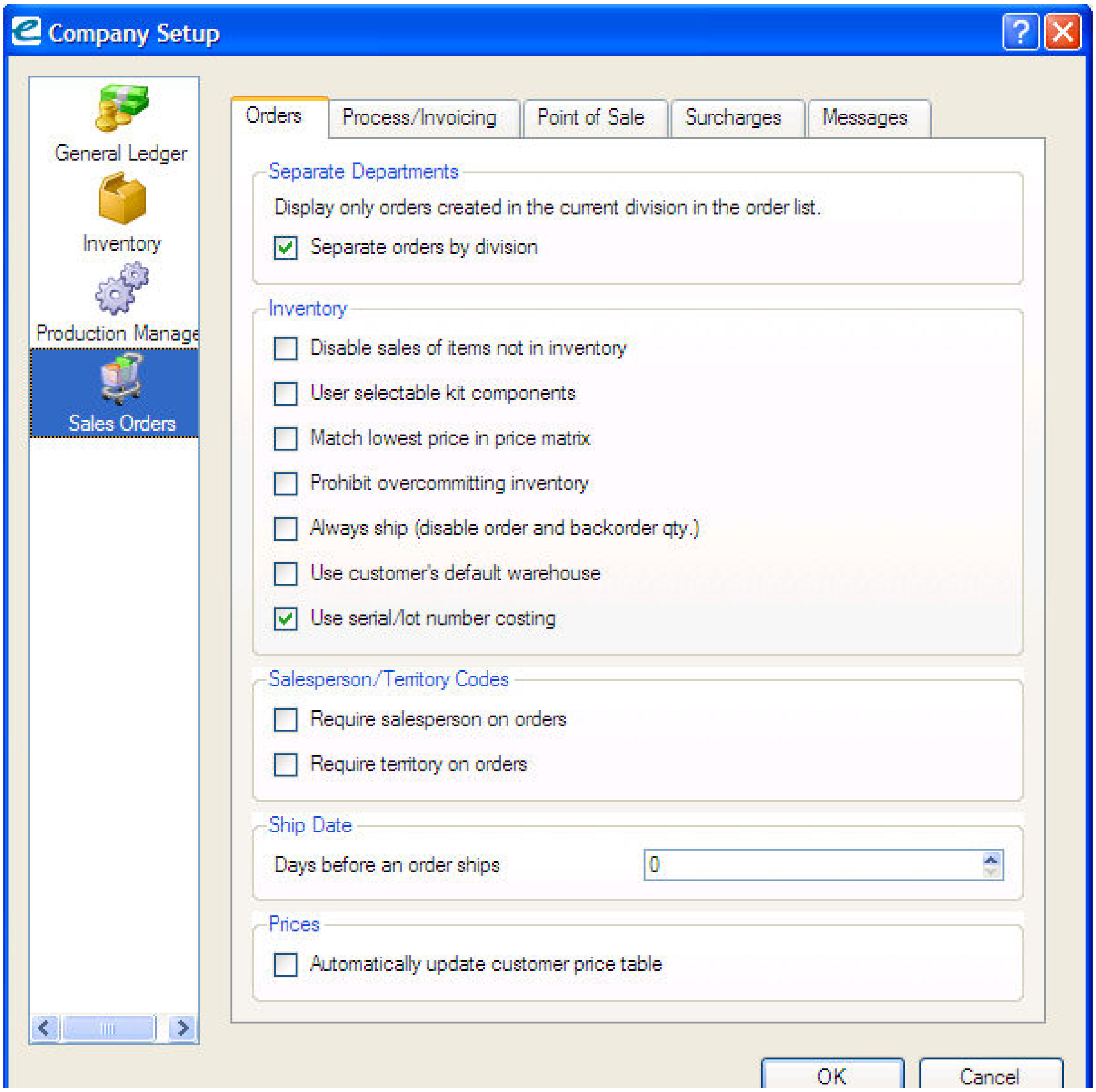
BVEssentials has the capability of generating a Purchase Order from a Production Order if the Allow PO Generation from Production Order option is marked. If unmarked, users will be unable to generate a Purchase Order for items needed to complete a Production Order. In that case, a Purchase Order will have to be generated from the Purchase Order Module in BusinessVision.

Sales Order

Sales Orders

The Sales Orders tab contains the setup options for BVEssentials Sales Manager module. Adding extensive functionality, it replaces the standard Order Entry module that is contained within BusinessVision. Setup is flexible and can accommodate most configurations, depending upon the options and functions selected in Sales Orders in conjunction with those selected in the Inventory and the General Ledger Tabs.

Orders Tab



Company Setup>Sales Orders>Orders Tab Window

Separate Departments Section

Separate Orders by Division - allows a company with multiple divisions or departments to configure BVEssentials so that each division will only see their own orders.

Inventory Section

Disable Sales of Items not in Inventory

All users are prevented from entering non-inventory items on an order or invoice when this option is marked.

User Selectable Kit Options

Kits are turned into a user definable option package. In other words the items within the kit can be selectively ‘exploded’ or expanded onto the order rather than a single line entry for the kit. In this case the master or top assembly item is never sold.

Match Lowest Price in Price Matrix

Pricing is checked in all places to ensure that a customer gets the lowest possible price if they are eligible for a special price in more than one instance. If this option is not marked, then the price matrix price will be used (if one exists) even if it is a higher price.

Prohibit Over Committing Inventory

Users are restricted from attempting to sell a larger quantity of an item than they have in inventory.

It will list the quantity available in inventory and flag the remaining quantity as back-ordered, thus preventing on hand inventory quantities going negative.

Note: *If auto-fill in BusinessVision is set, then the order will be filled automatically if the product is available. However, if Auto-fill is off, over-shipping can occur.*

Always Ship (disable order and backorder qty.)

The company has the option to process an order or shipment without having to track inventory. There are no ordered or back-ordered quantities which will deplete inventory. It is strictly for shipping an item without it affecting inventory.

Use Customers Default Warehouse

When an order is created, the default inventory warehouse that will be used is the one defined on the customer record.

Note: *If this option is not checked, then the system will assign the logged in user’s (person creating the order) default warehouse or location automatically.*

Use Serial/Lot Number Costing

When this option is marked, the cost assigned to the serial or lot numbered item when it was received or built, will be used when calculating the profit margin or selling cost of the item.

Salesperson/Territory Codes Section

Use Salesperson on Orders

Users are required to enter a salesperson on the order before it can be saved.

Use Territory on Orders

Users are required to enter a territory code on the order before it can be saved.

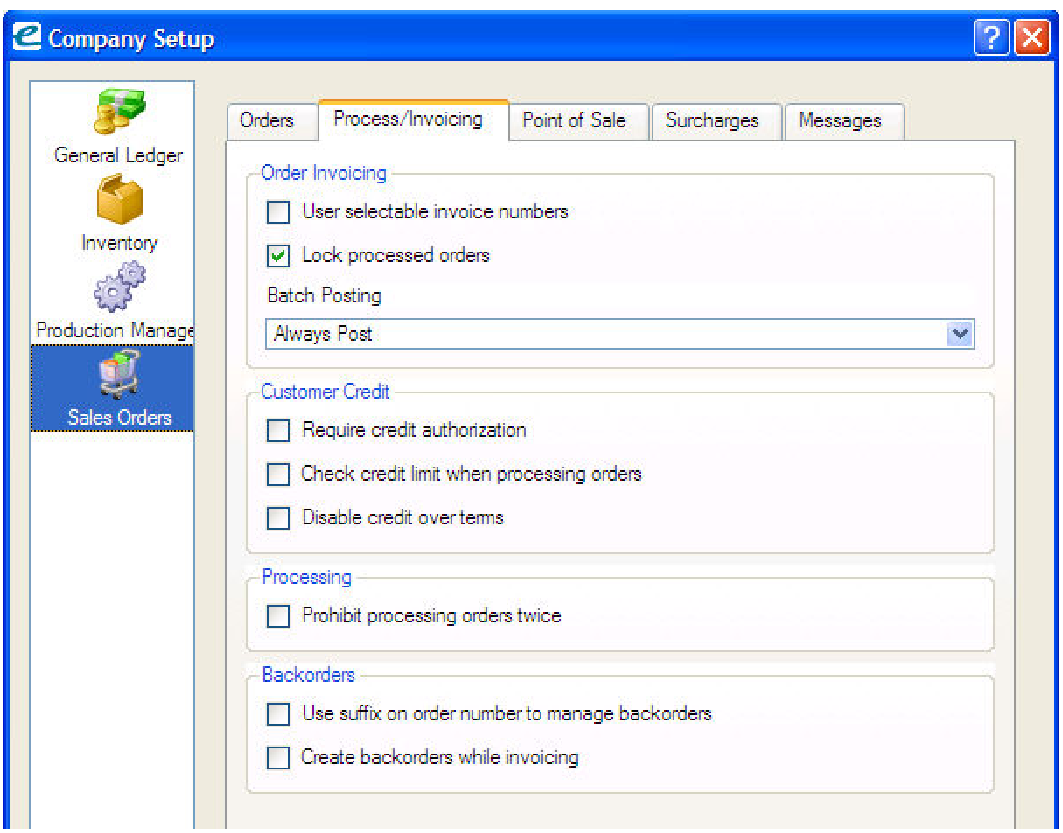
Ship Date Section

Days Ahead

A company can predefine the expected time it will take to pull an order together and have it ready for shipping.

- For Example a company which has a policy that it most commonly ships in 2 days, would set their option to 2
    - Orders placed on Monday would be shipped Wednesday, orders placed on Tuesday would be shipped Thursday, Wednesday orders on Friday, etc.
    - This assigns the default ship date but the ship date can still be changed on the order.
    - This function does not take weekends into account when calculating days.

Process/Invoicing Tab



Company Setup>Sales Orders>Invoicing Tab Window

Order Invoicing Section

User Selectable Invoice Numbers

The user is allowed to override the default invoice number displayed on the invoice. Typically this is used when a company wishes to generate manual invoices instead of those that follow the default sequence.

Lock Closed Orders

This option is applicable only when the BVEssentials option to Batch Orders has been enabled. When both the Batching option and Lock Closed orders are enabled, only users with the appropriate permissions can access the batch to edit an order that has not yet been posted. All other users are prevented or locked out of editing these orders.

All users can edit the payment method and re-print the invoice

Batch Posting

There are three options for Batch Posting.

- **Always batch** – All invoices will be kept in BVEssentials until they are posted in a batch.
- **Always Post** – All invoices will be posted directly to the General Ledger (same manner they are handled in BusinessVision) when the "Invoice" button is clicked.
- **Ask When Invoicing** – The user will be prompted to select to either batch the invoice or post it to the General Ledger, when the "Invoice" button is clicked.

Printing Invoices

Different forms are required when printing invoices depending on the batch posting option being used.

“Always Batch” keeps the invoices in BVEssentials and the invoice report references the BVEssentials Orders files.

“Always Post” sends the invoice to the general ledger and the invoice report references the Sales History files.

Customer Credit Section

Require Credit Authorization

The user will be prompted for an override password when a customer goes over their credit limit. Only users with the appropriate permission will be able to override the credit limit.

Check Credit Limit when Processing Orders

Orders are checked for available credit during the “process” function when this option is checked. When unchecked, credit is checked during the "invoice" function.

Disable Credit Over Terms

Orders cannot be processed when the customer is past due on paying their account even if they are under their credit limit when this option is checked.

Processing Section

Prohibit Processing Orders Twice

The status of an order is checked during the "process" function. If the status is already marked as "processed", and a user attempts to process it again, a dialogue window will open stating that the order has already been processed when this option is checked. Click "okay" and both the dialogue window and the Sales Order Window will close; and the user returned to the Sales Order List.

Further processing of the order even if the quantities being shipped or on backorder are adjusted, will not be allowed when this option is marked.

Back Orders Section

Use Suffix on Order Numbers to Manage Back Orders

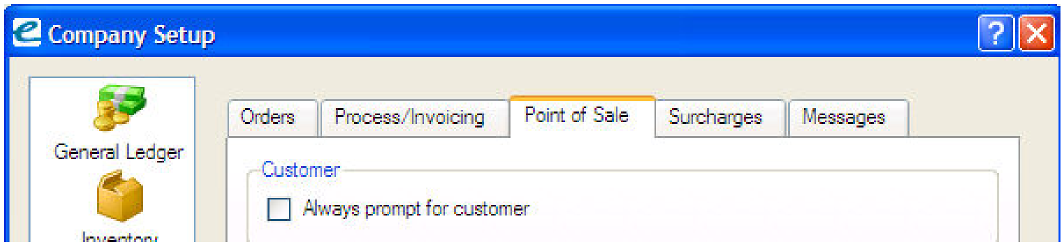
Users will be able to add a suffix (such as -01, -02, -A, -B, etc.) on Orders that will be created as back-orders when the original Invoice is posted when this option is checked.

Create Back Orders While Invoicing

An Order with the Back Ordered Items will be created when the "Invoice" button is clicked when this option is checked. If it is not checked, the Back Order will be created when the Invoice is posted.

Point of Sale Tab

The Point of Sale tab needs to be configured only if POS is going to be used.



BVEssentials Company Setup>Point of Sale Tab

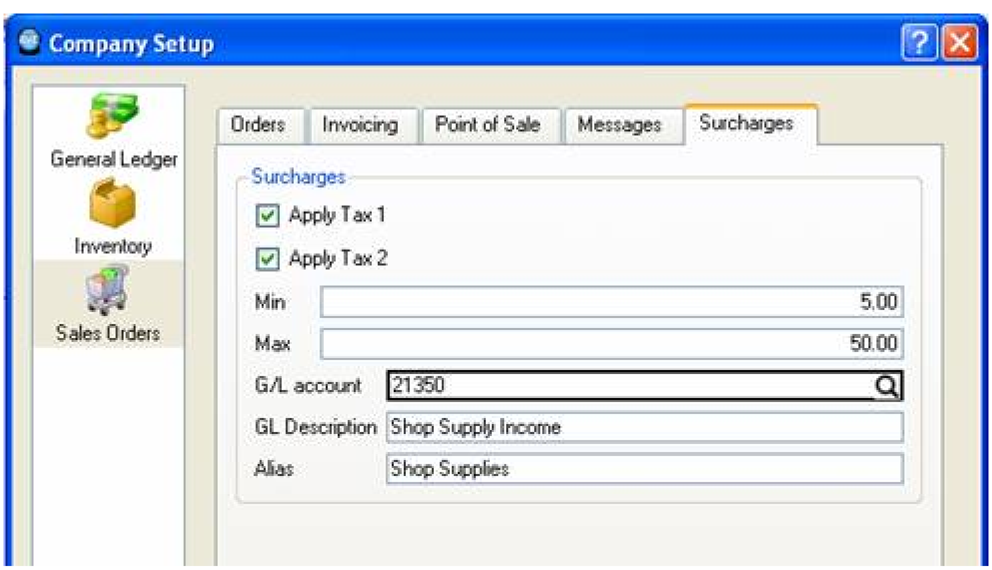
Always Prompt for Customer

- The user is prompted to select a customer on Point of Sale transactions when this option is marked.
- It is automatically assumed the transaction is a Cash Sale if this option is not marked. The user has the option of selecting a different customer than the default.

Surcharges Tab

The Surcharges tab contains the option to define surcharges and the taxes that are applicable to the surcharges (automatic charges) that have been assigned to product codes.

Note: *To edit or assign surcharges to a product code, refer to* ***Core Modules - Inventory*** *for further details.*



Company Setup>Sales Orders>Surcharges Tab

Surcharges Section

Apply Tax 1
If Tax 1 in the company setup is applicable to the surcharge placed on the product code, then this option must be checked.

Apply Tax 2
If Tax 2 in the company setup is applicable to the surcharge placed on the product code, then this option must be checked.

Min
Specify the minimum amount of the surcharge if applicable.

Max
Specify the maximum amount of the surcharge if applicable.

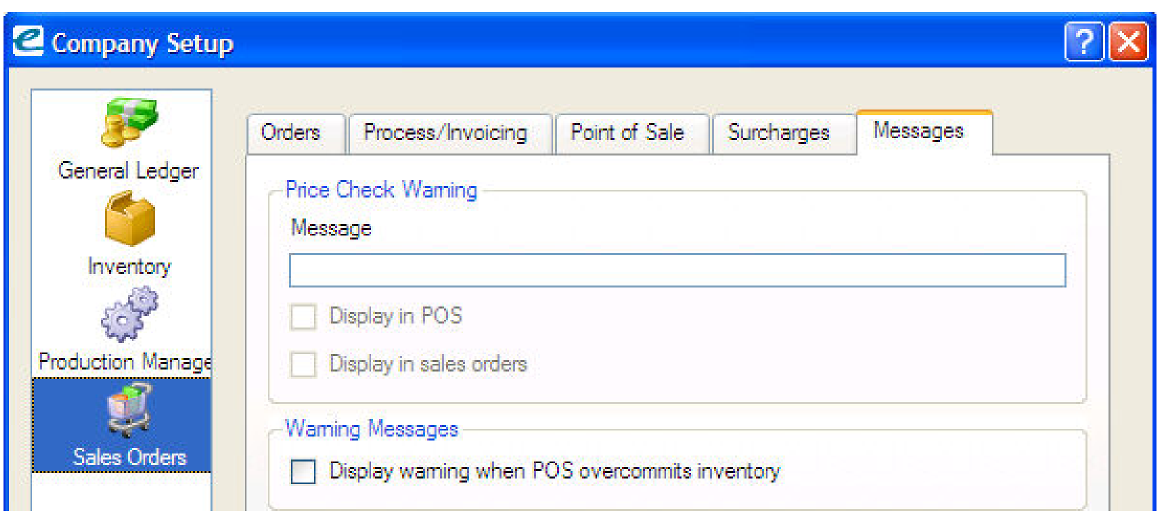
G/L Account
Specify the General Ledger account to which the surcharge income should be posted.

G/L Description
The G/L Description field is automatically populated by the system when the G/L account has been selected. It is not editable.

Alias
Enter the description or name that the surcharge will be called and displayed on orders. The example above shows “Shop Supplies”.

Messages Tab

A message can be defined to pop up in Sales Order Entry or in Point of Sale.

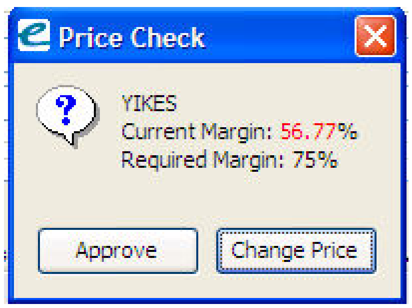


Company Setup>Sales Orders>Messages Tab

Price Check Warning Section

Message

A customized message entered here will pop up when a user attempts to sell an item for less than the margin specified on the Product Code. The message will include the % of the margin and indicate the margin required. Depending on the user's permissions, the user can either this price for the item on this Sales Order, or they can change the price.



Display in POS

The Price Check window will pop up in POS if this option is checked.

Display in Sales Orders

The Price Check window will pop up in Sales Orders if this option is checked.

Warning Messages Section

Display Warning When POS Over Commits inventory

The POS user will be warned if there is insufficient quantity in inventory, when this option is checked. Otherwise it is possible for inventory to be sold into the negative quantities.

CORE MODULES

Core Modules

Master Records

Within the three core modules, there are Master Records. They are called Master Records because once created, they are referenced over and over again without having to be manually re-entered or continually updated. Customer Details, Inventory Details, Vendor Details are examples of Master Records.

New to BVEssentials?

If you have just purchased BusinessVision and BVEssentials and are installing them both for the first time, then you will create new master records in BVEssentials.

If you have already been using BusinessVision and recently upgraded to include BVEssentials, the master records already exist in your database. It is recommended that from this point, all master records be maintained in BVEssentials for simplicity and consistency. There is additional information stored by BVEssentials that is not available or maintained by BusinessVision.

VENDORS

VENDORS

Vendor records need to be present in the database before inventory can be received and sold. In order to sell an item from inventory, it needs to have been received.

So the first step to setting up Purchasing and Inventory is to create Vendor records.

Note: *If BVEssentials is an addition to an existing BusinessVision configuration, the vendor records already exist in the database and will be displayed in BVEssentials Vendor List. It is recommended that Vendor maintenance now take place within BVEssentials instead of BusinessVision, as BVEssentials has access to more information than BusinessVision.*

Creating a New Vendor

Creating a New Vendor

The essential data elements required to form a unique Vendor record are the Vendor Number and the Vendor Name.

Vendor Number and Name

The Vendor Number must be a unique code, **with a maximum length of 20 alpha-numeric characters**. Typically there is a method to the construction of the number so that it follows the same pattern for each Vendor and is easy to remember.

The Vendor Name is linked to the Vendor Number. Anytime the Vendor Number is selected in a Sales or Production Order, the Vendor Name will automatically be populated.

To create a new Vendor

1. Click on **New Vendor Record** icon in the *Vendor List Toolbar*

   The *"Vendor Edit"* window opens.

2. Enter **Vendor Number** ***(it must be unique)***

3. Enter **Vendor Name**

4. Click **Save** to save the record before inputting additional Vendor data

Hold

The hold option when marked will not allow any new Purchase Orders or Invoices to be generated for this Vendor. However the Vendor will still appear in the Vendor List as access to the record is still required.

Vendor List>Vendor Edit Window>Addresses Tab

Addresses Tab

Addresses Tab

The Addresses tab contains the basic information about the Vendor. BVEssentials has the functionality to have multiple address records for the same Vendor in one Vendor record. Each address record contains the contact information specific to that address.

Adding a New Address Record

To add a new Address Record

1. Click on the “+” button at the bottom right of the Addresses List
   The Line directly below the last entry will become active

2. Enter the name or identifier for the new address

3. Enter additional address information as needed

4. Click **Save** icon to save the record

Note: *All that is required for an address record is the Name of the record*

Deleting an Address Record

To delete an Address Record

1. Highlight the Address to be deleted in the Addresses List

2. Click on the “-“ button at the bottom right of the Addresses List

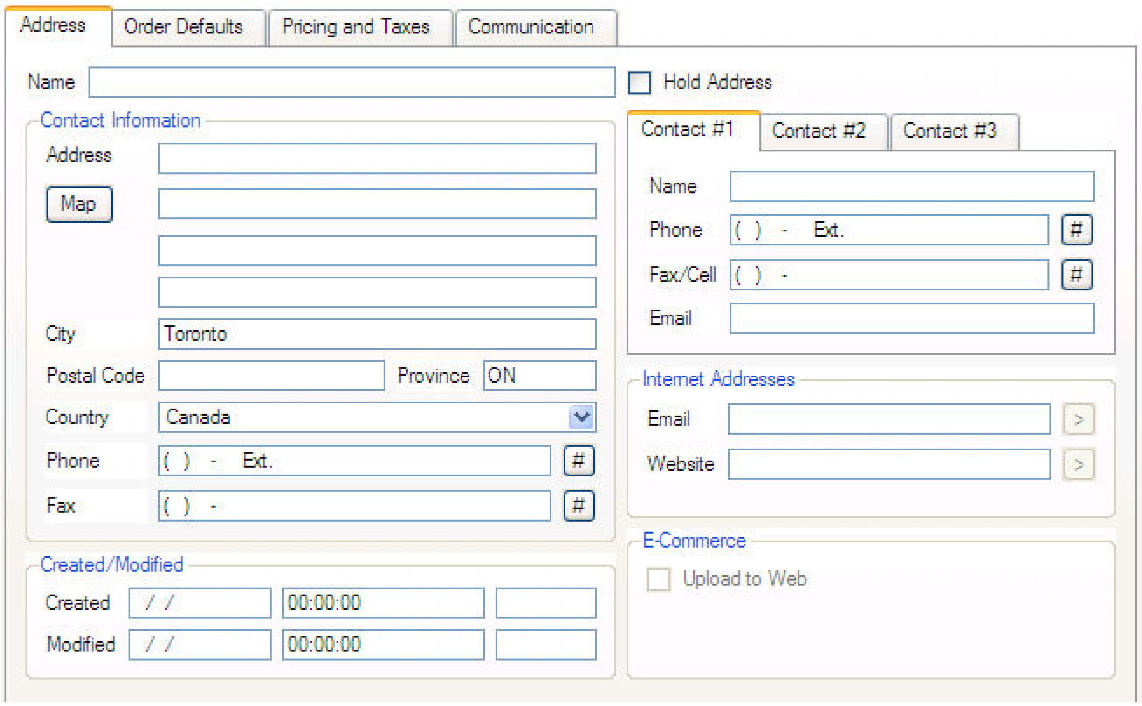
   The Address will be removed from the list

   Note: *Once an address has been used it should not be deleted, as it has historical records attached to it. It is recommended that the address be placed on hold so that it cannot be used for future orders.*

Address Tab

Address Tab

The Address tab is located in the Addresses tab of the Vendor record. Each Address record contains location and contact information.



Hold Address

The Hold Address option in the Address Tab allows the user to place a hold on Purchase Orders or Invoices for this address. This specific location may be closed for maintenance for a few weeks or they are relocating, etc. Other addresses can still place and receive Purchase Orders or Invoices, unless the Vendor record has been placed on hold.

Contact Information Section

Enter **Address Information**

1. Address (There are 4 address fields to allow for PO boxes, RR #, etc.)
2. City
3. Province/State
4. Postal Code
5. Phone Number
6. Fax Number

The **Map** Button located to the left of the address information will launch www.maps.google.com and display the address on a map and satellite image.

Created/Modified Section1

Type topic text here.

Contact Section

Contact Tabs have been added to allow for 3 contact persons for each address record.

In each Contact tab, there are the following fields that are specific to that contact

1. Contact Name
2. Phone Number
3. Fax/Cell number
4. Email Address

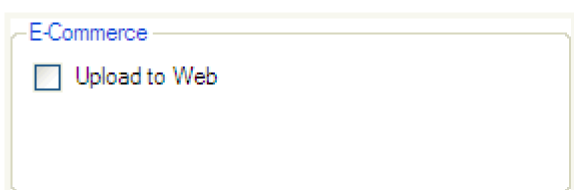
Internet Addresses Section

Enter **Internet addresses**

1. Email
2. Website

E-Commerce Section

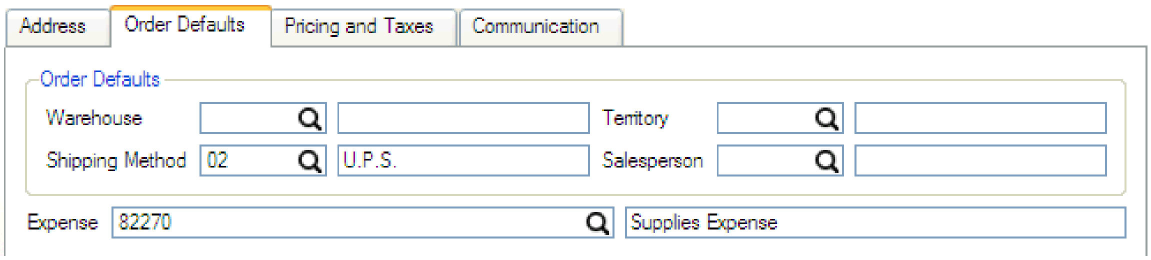
The Upload to Web option when checked, allows the Vendor record to be used with the E-Commerce module purchased as an add-on module for BusinessVision.



Vendor Record>Addresses Tab>Address Tab>E-Commerce Section

Order Defaults Tab

Order Defaults Tab



Vendor Edit>Addresses Tab> Order Defaults Tab

Order Defaults Section

Warehouse (default)

Selecting a default warehouse in a multi-warehouse configuration saves time in order entry. It can be over-ridden.

Note: *If a "Location" setting has been defined in the company setup of BVEssentials, the default warehouse will be ignored and the User's default warehouse (assigned in BusinessVision User Details) will be used instead.*

Shipping Method

This value is taken from the Shipping method control file in BusinessVision and is the default or preferred method for this vendor.

Sales Territory

Sales Territory is a maximum of 10 characters and is validated against a user defined table.

Salesperson

The Salesperson field is a maximum of 10 alpha-numeric characters and is validated against a user defined table. Values specified here will be the default in Sales Order entry but can be over-ridden in the Sales Order.

Expense

The Expense field allows the user to assign a default expense account from the General Ledger to be used for purchases from this Vendor in this address record

1. Select the appropriate **Expense Account** from the *G/L Account* drop down list*.*

Pricing and Taxes Tab

Sales Taxes Section

The Sales Tax Section defines the taxes that are applicable for the Vendor at this address. These are the taxes that will be applied on a Purchase Order or Invoice.

With the Sales Taxes now available for each address record, calculating the correct taxes is now simplified for companies that have multiple locations within the same country.

Example

There are typically two applicable taxes, Tax 1 and Tax 2. Some locations will be exempt from Tax 2 on their purchases. To allow for this, there is another field called Tax 2 Exemption. Enter the Exempted tax code and this tax will not be calculated or added to the purchase order.

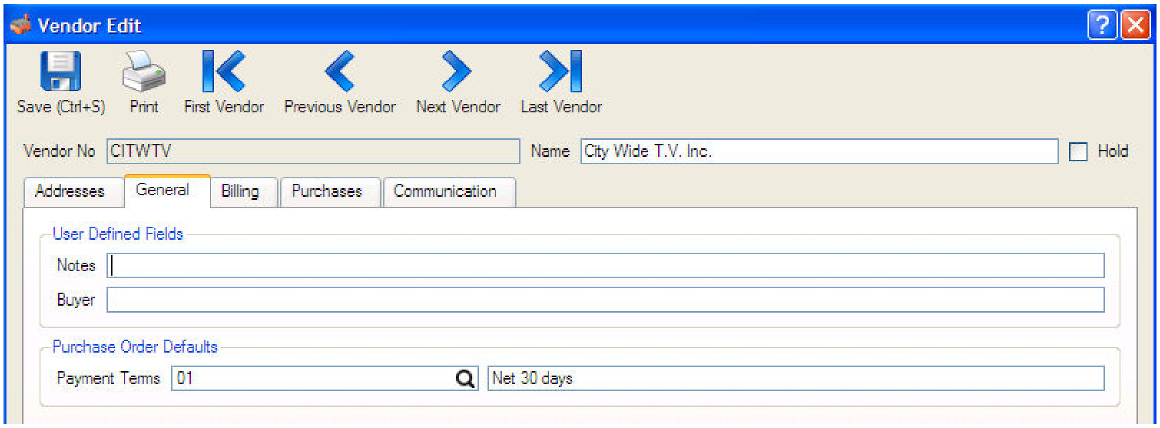
Note: *For those vendors or users that use a combined tax, they will use one unique tax code that combines the tax value to be applied.*

Sell Price Level

The selling price level matches the pricing level established within the Inventory module. All with the same selling level will be charged the same selling price during Order Entry or POS.

General Tab

General Tab



Vendor Edit>General Tab

User Defined Fields Section

Notes
The Note field has a maximum length of 30 alpha-numeric characters. It can be used for general information about the Vendor.

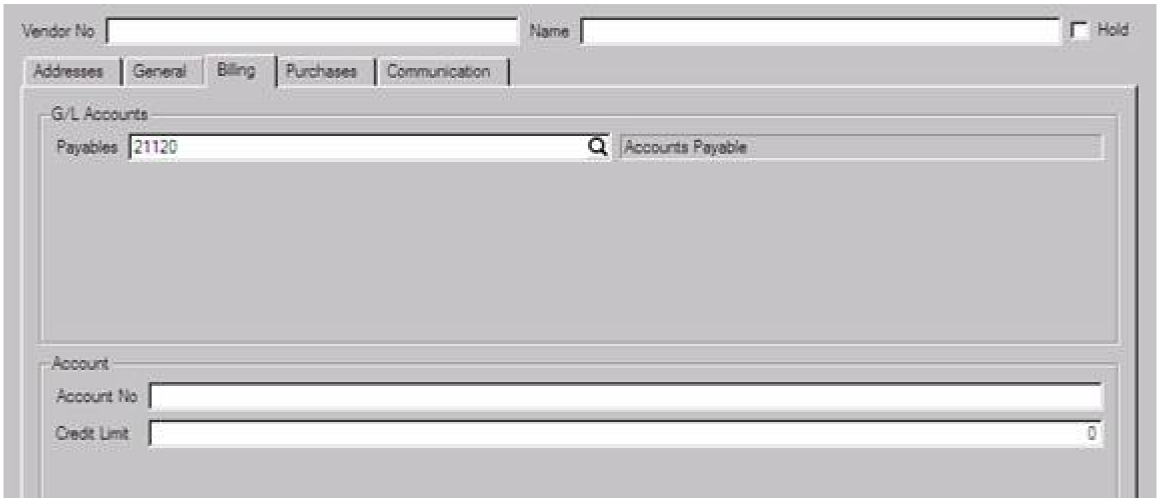
Buyer
This field would usually contain the name of the representative that is placing the order.

Purchase Order Defaults

The Payment Terms allow the user to assign payment terms to purchases from this vendor. These will be the default value for the vendor when a purchase order is created.

Billing Tab

Billing Tab



Vendor Edit>Billing Tab

G/L Accounts Section

Payables

1. Select the appropriate **Accounts Payable Account** from the *G/L Account* drop down list. The description of the account will be automatically populated beside the payables field.

   Note: This is not editable after the first posting to this Vendor.

Account Section

Account Number

1. Enter the *unique identifier* assigned to your company by the Vendor

   Credit limit

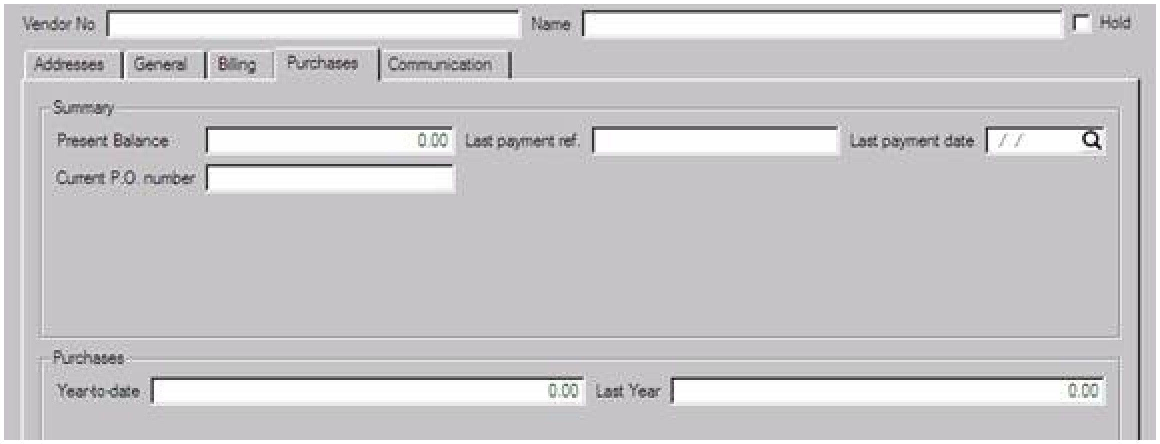
2. Enter the *credit limit available* to your company by the Vendor.

   Note: *The* ***Currency*** *field will be displayed below the Credit Limit field if the multi-currency module for BusinessVision has been installed.*

3. Select the *currency* used by the Vendor

Purchases Tab

Purchases Tab



Vendor Edit>Purchases Tab

Purchases Section

The purchase section displays the year-to-date purchases and for comparison purposes, the previous fiscal year as well.

Summary Section

The fields in this section are automatically updated after each purchase order is issued or a payment is made. There is no data entry required; they are for the convenience of viewing data without the user having to go into BusinessVision Accounts Payable module to see it.

Communications Tab

Communication Tab

The Communication function is not specific to only Vendors. It is also found in the Customer and Inventory Master records.

Please refer to the Section "Communication Function" for detailed information on how to set up and use this feature.

Editing a Vendor Record

Editing a Vendor Record

To edit a Vendor record

1. Click on the **Vendor List** icon

   The *Vendor List* window will open

2. Select the **Vendor** in the list that is to be edited

3. Click on the **Edit Selected Vendor** icon

   Or

   Double click on the selected vendor in the list

   The *Vendor Edit* window will open

4. **Edit** the appropriate information

5. Click **Save** to save the changes

Note: *Other users will not be able to see the changes made to the Vendor record until they refresh or re-open the Vendor List.*

Deleting a Vendor Record

Deleting a Vendor Record

Vendor records can be deleted under the following circumstances,

1. There are no Purchase Orders or Inventory Receipts/Adjustments attached to them (this includes open and posted records);
2. The deletion does not have an impact on the General Ledger
3. The user has permission to delete.

BVEssentials honors the rules established in BusinessVision and will disable the delete function because existing fiscal information is critical. (For Example the Vendor has an outstanding balance owed to them.)

Note: *It is strongly recommended that the BusinessVision System Administrator disable the option to delete Vendor, Customer and Inventory records in System Manager > User Details.*

INVENTORY

INVENTORY

Inventory items need to be entered into warehouse locations (if the multiple warehouse option has been marked) before any Sales, Purchasing or Production Orders can be created. Inventory item records contain information about the physical attributes of the item, stocking levels, and a pricing matrix.

Existing BusinessVision clients do not have to create new vendors, items or customers, or receive inventory, the existing data in BusinessVision is read by BVEssentials.

New to BVEssentials?

New clients installing BusinessVision and BVEssentials for the first time will need to enter the opening quantities on hand for each inventory item. It is strongly recommended that all opening inventory balances be received using the Purchase Order module or receiving function of the Inventory Module in BVEssentials in order to provide a clear audit trail for inventory balances.

Note: *When receiving the opening balance of items into inventory, the General Ledger Integration must be turned off, so that the receipts will not be reflected in the General Ledger.*

Typically the balance forwards in the General Ledger are created by one large Journal Entry. Turning the General Ledger Integration on and receiving beginning inventory could end up in an overstatement of inventory.

Please refer to the BusinessVision documentation for information on turning G/L integration on/off, entering beginning balances and creating purchase orders.

Creating a New Inventory Item

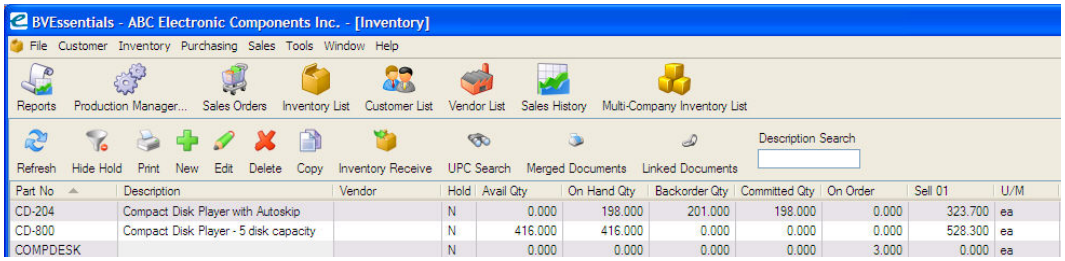
Creating a New Inventory Item

To create a new Inventory Item record

1. Click **Inventory List** icon on the BVEssentials navigation bar

   Or

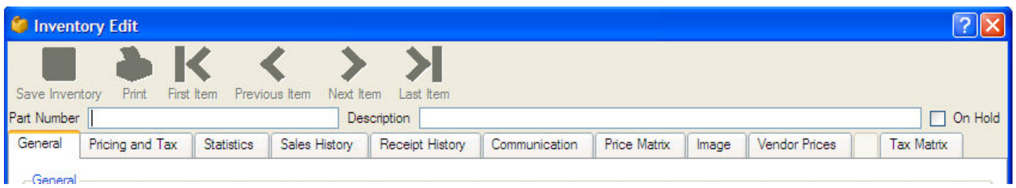
   Press **<ALT> + <I>** and select **Inventory List** from the menu



Inventory List Window

2. Click **Create New Inventory Item** icon

   The Inventory Edit window will open



Inventory Edit window

Inventory Record Header and Footer

Warehouse, Part Number and Description

In companies with multiple warehouses entered into the system, a warehouse location will need to be selected for the part.

3. Select the **Warehouse** location where the part will be stored (only visible when multiple warehouses are configured) In single warehouse companies, a warehouse location is not required, and for convenience the warehouse field has been removed from the form.

If the company expands to more than one location in the future, the multiple warehouse option can be activated in BusinessVision Company Setup and the new warehouse added. The warehouse field has a maximum of 6 alpha-numeric characters.

4. Enter a *part number* in the **Part Number** field. The Part Number has a **maximum length of 34 alpha-numeric characters** and must be unique. It is linked to the Description field.

5. Enter a *brief description* of the part in the **Description** field

NOTE: *These are the only fields that require data entry in order to create a new inventory item.*

Inventory Item Footer

At the bottom of the inventory item window there is a footer that contains five fields with current information about the quantities of the item.

- **On-hand**
  The quantity of the item that is physically available to be sold

- **Committed**
  The Committed field contains the quantity of the item on hand that has been entered into sales orders or consumed in a production order with an Allocated status. *(This value comes from Sales Order entry and Production Orders.)*

- **Backorder**
  The quantity of the item that has been entered into Sales Orders and Production Orders, but insufficient stock exists on hand to fulfill the orders *(This value comes from Sales Order entry.)*

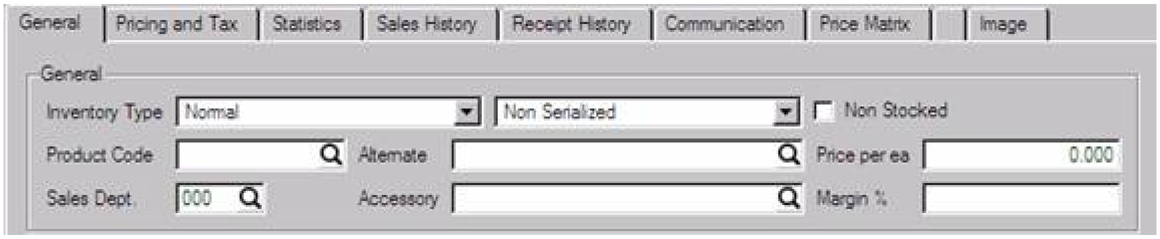
- **On-order**
  The quantity that has been ordered through Purchase Order but has not yet been delivered or received into the system *(This value comes from Purchase Order Entry.)*

- **Available Qty**
  This Available Quantity field is grayed out. It is automatically populated with the total of the value in the *On-hand* field less the value in the *Committed* field.

General Tab

General Tab

The General tab contains data regarding the physical attributes of the item or part, an Alternate item to offer if it is out of stock, UPC codes for scanning, supplier information and reorder levels.



Inventory Edit>General Tab>General Section

General Section

Inventory Type

The only values available for Inventory type in implementations that are <u>not</u> using BusinessVision's Bill of Materials are "*Normal*" and *"Kitted".* Inventory Type is required when the Bill of Material module is being implemented. It is a field that comes from BusinessVision. Further details can be found in the *Inventory Details* section of BusinessVision documentation.

- **Normal -** The inventory item can be sold on its own, used within a kit or used within a manufactured item.

- **Manufactured** - The item can be sold and usually has a Bill of Material that consists of other items on the inventory file. A manufactured item must be built before it is available for sale on a Sales Order.

- **Kitted -** The item may be sold, and has a bill of material that consists of other items on the inventory file. When a kitted item is added to a BVEssentials order, the raw material is committed until posted. When the order is posted, Inventory is relieved of the raw materials.

  Note: *The major difference between a kitted and a manufactured item is the kitted item does not require an additional manufacturing or assembly process. It is a collection of on hand items that are used together to form a kit.*

- **Raw Material** - The item is not typically sold; it is used within a Bill of Materials as part of a kit or a manufactured item.

Serialized

Sometimes Inventory Items have numbers (other than part numbers) assigned to them. Electronic items commonly have a serial number assigned while items like shampoos may have a lot number assigned to them.

- **Non Serialized -** The item does not need to be tracked other than quantity and so a serial or lot number is not used. This is the default value for the serialized drop down list.

- **Serialized** - Identifying an item as serialized will ensure that the user is prompted for the required number of serial numbers when the item is being received. In addition, the user will be prompted to choose the serial number or numbers being assigned to a sales order and consumed or produced in a Production Order.

- **Lot Numbered** - Similar to serialized inventory, the user will be prompted for the lot number when the item is being received, assigned to a sales order and consumed or produced in a Production Order.

Note: There can be more than one quantity for each lot number. A lot number may also have an expiry date.

Non Stocked

An item identified as a non stocked item will not track any quantities. These items could be service items such as hourly labor, delivery or drop off fees, shipping and handling, restocking fees, etc. The item needs to exist in inventory, but it is an intangible and would not be located when a month end inventory count takes place.

When the Non Stocked item option is selected the four quantity boxes at the bottom of the Inventory edit window are grayed out.

Product Code

The Product Code allows you to categorize inventory into groups that are meaningful to your business. There is no limit to the number of product codes that can be created, however the price matrix will only allow automatic percentage or monetary discounts for up to 100 product codes. The product code is composed of up to three alphanumeric characters.

The product code is validated, provided that the Product Code Validation flag is turned on for the user. Please refer to BusinessVision documentation on setting user permissions.

For further information, please refer to BusinessVision documentation *“Creative Use of Territory and Product Codes”.*

Alternate

An Alternate is the item number of a part that can be substituted in the event this item is out of stock. It is recommended that the first part list the second as an alternate and the second list the first as an alternate.

Example

FX-280 – is an all-in-one printer/copier/scanner that is now out of stock. The order will display the FX-500 as an alternative. The customer has the option to accept or reject the alternative. When the FX-500 is shown the user will see the quantity available.

Conversely, the FX-500 is out of stock. The order will display the FX-280 as an alternative. The customer has the option to accept or reject the alternative.

Sales Department

The sales department is a 3-digit number and must fall within the range of 0 – 200. It is used to categorize inventory items into different accounts in the General Ledger.

When an inventory item is sold, the accounts specified in the Sales department function in BusinessVision are used to generate the appropriate entries in the General Ledger. Sales departments can be used to departmentalize the revenue and expense accounts generated by the sale of the item as well as the inventory asset account, if desired.

If a sales account is not specified, then all revenue, expenses and receipts that pertain to this item will be posted to the account assigned to the specified sales department.

Accessory

An Accessory is the part number of another item that is sold together with this item.

Example

Part Number N142 (package of speaker screws) is always sold with Part Number SP-250 (speakers). N142 is the accessory Inventory Item for SP-250.

The accessory item (N142) will be added to the order, under the original part number. If the accessory is a kit, the entire kit will be added.

Price per Each

The Price per Each represents the standard price for the item. It can have a maximum of 20 different pricing levels. Inventory, customer pricing levels and the pricing matrix combinations will be covered in a later section.

To enter the price for this item

1. Enter a value into the *Price per Each* field

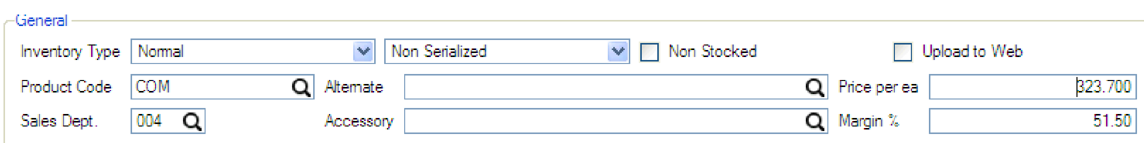
   The Margin % field will automatically update

Margin

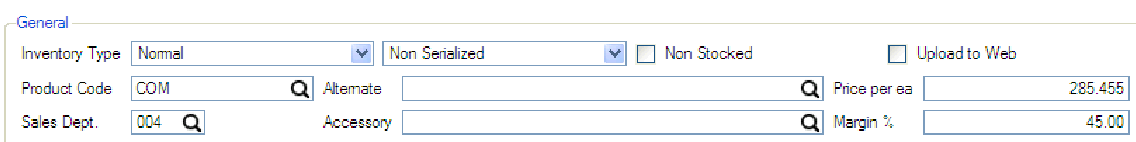
The Margin percentage displayed reflects the margin applied to the cost or the margin based on the value in the price per each field.

Example

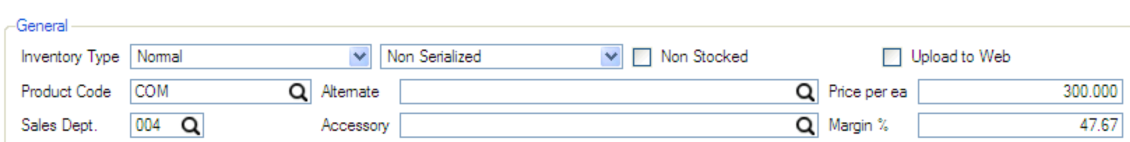
Part No – CD204 has a **price per each** of $323.700. Based on this price and the cost of the item, the margin is 51.50%



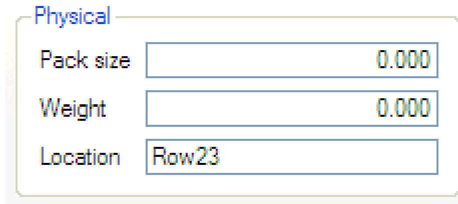
Change the **margin** to reflect 45% and the **price per each** value changes to $285.455



Now change the **price per each** to 300.00 and the **margin** value changes to 47.67%



Physical Section



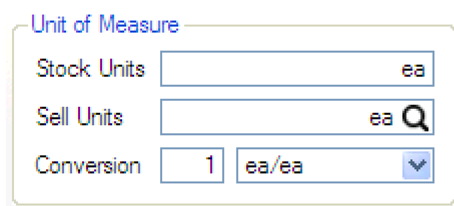
Inventory Edit>General Tab>Physical Section

Pack Size
Displays the quantity in a package (*Example:* 6 pack)

Weight
Displays how much the item weighs

Location
Displays the location in the warehouse where the item is located

Unit of Measure Section



Inventory Edit>General Tab>Unit of Measure Section

The Unit of Measure section contains the units of measure used for purchasing and selling and the conversion factor if the two are different.

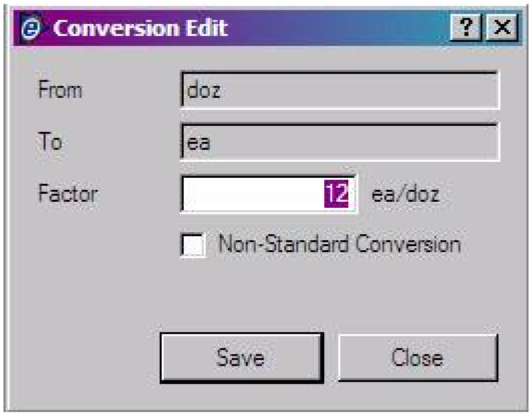
Stock Unit
Displays the unit of measure the item is purchased in

Sell Unit
Displays the unit of measure the item is sold in

Conversion
Displays the factor set to convert the purchase unit of measure into the sales unit of measure

Example

Part number P1210A is bought by the case which contains 12 tins of resin speaker paint. The P1210A is sold by the tin. The conversion factor would be 12



Unit of Measure>Conversion Edit

User Defined Section

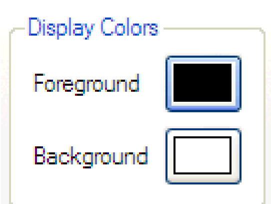
Notes
The Notes field is user defined and can contain up to 50 alpha-numeric characters. The numeric field below the Notes field can hold whole numbers or numbers with decimals. These fields are brought over from BusinessVision.

Refer to BusinessVision documentation "Inventory - User Defined Fields" for further information.

Display Colors Section

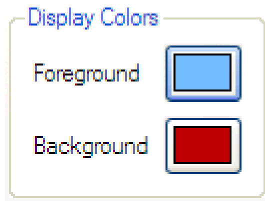
A color combination for the part number can be used to highlight an item. This could be useful for users to easily recognize items that are discontinued, on sale or clearance, etc.

- Background Color
- Foreground Color (text colour)



Inventory Edit>General Tab>Display Colors Section (default setting)

The item with the custom display colors below will be displayed in the Inventory List display reflecting those colors. The item with the default color setting is shown directly above it.



Inventory Edit>General Tab>Display Colors Section (custom setting)

Inventory List displaying default and custom color settings applied to an inventory Item

Purchasing Section

Inventory Edit>General Tab>Purchasing Section

Primary Vendor
The Primary Vendor is selected from the Vendor lookup. This is the vendor that the item is typically ordered from.

Reorder Point
The quantity on hand when more inventory of this item should be ordered

PO No
The last purchase order number for this item,

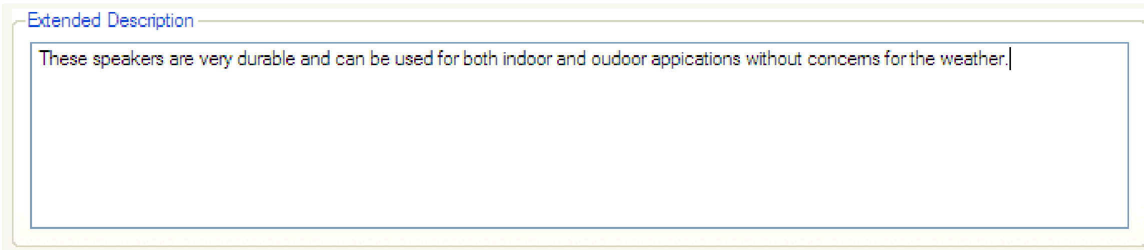
Note: *The number displayed is the last one, even if the stock has already been received*

Due Date
The expected arrival date of the last Purchase Order

Min. Order Qty
The minimum quantity that can be ordered from the Vendor

Extended Description and UPC Numbers Sections

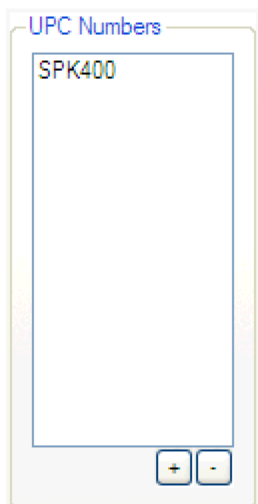
Extended Description



The Extended Description allows for a very detailed description of the item, up to 2000 characters in length.

UPC Numbers

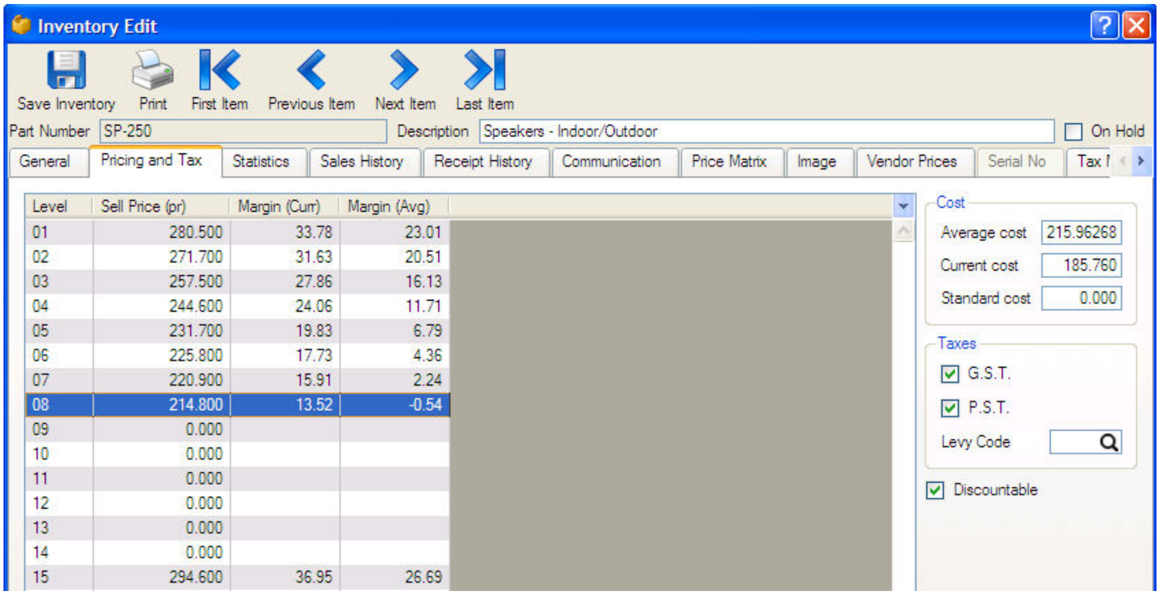
Multiple UPC Numbers can be added for an item. These are bar codes that can be used for scanning the item into order entry or in receiving inventory.



Alternate or AKA part numbers can also be added here. This is very useful when a part number has been changed. The new part number is added to inventory and the old part number is entered into the UPC grid. When the user enters the old part number, it will display the new part number on the sales order.

Pricing and Tax Tab

Pricing and Tax Tab



Inventory Edit>Pricing and Tax Tab Window

Selling Price Levels

Each Selling price can be assigned a specific currency, if the Multi-Currency module has been purchased. This allows the item to be sold in different currencies, not just the currency it was purchased in. The levels that apply to other currencies are set up in BusinessVision Multi-Currency Manager.

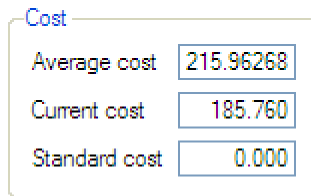
Note: Each customer can be assigned a selling price or price level on the customer record. The selling price must be in the same currency that is assigned to the customer.

The Sell Price field displays the value entered in the field or is dynamically updated by a change in the Margin field or the cost price. Examples of the effect of changing values are displayed in the section *"Margins".*

Cost Section

This section contains the Average and Current Costs of the item. These fields are updated when an item is received and inventory adjustments have been

posted. Please refer to the section *"The Effect of Inventory Transfers on Cost"* for more information.

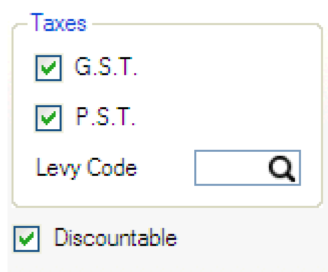


Average Cost
Displays the average cost of the item since the Balance on Hand was zero

Current Cost
Displays the most recent cost that the item was received at

Taxes Section

This section displays the applicable taxes and levy code.



Tax 1 (GST in Canada)
Set up in BusinessVision, mark this tax if it applies to this inventory item

Tax 2 (PST in Canada)
Set Up in BusinessVision, mark this tax if it applies to this inventory item

Tax 3 (US or Harmonized Tax in Canada)
Set Up in BusinessVision

Levy Code
Displays a levy or environmental tax to be applied to this inventory item

Example

The environmental fee often charged for paint or car battery purchases would be applied as a levy.

Adding a Levy Code to an Item

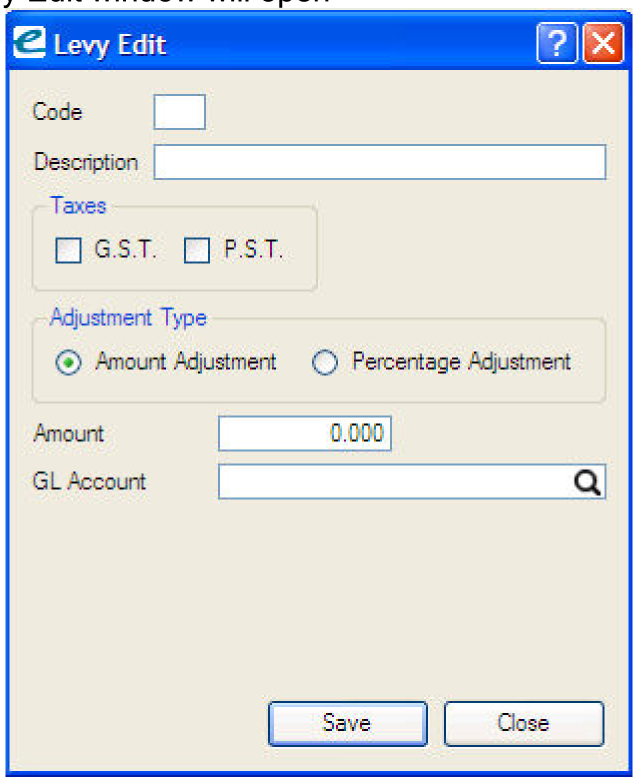
In the Inventory Edit > Inventory Pricing and Tax tab

1. Click the **Levy Code** lookup

   A BVEssentials window will open that displays existing Levy Codes

2. To add a Levy Code click the **New** icon

   The Levy Edit window will open



Levy Edit Window

3. Enter *a unique alphanumeric 3 letter identifier* in the **Code** field
4. Enter *a brief description of the Levy* in the **Description** field
5. Mark the *check box* beside each **Tax** to be applied to the levy
6. Select the **Adjustment Type**
   a. **Amount Adjustment** - the levy will be a flat fee, like $3.00

Enter the amount in the Amount field

b. **Percentage Adjustment** – the levy will be calculated as a percentage of the selling price
   Enter the percentage in the Amount field

7. Select the **G/L Account** the levy revenue is to be posted to

8. Click **Save** to save the *Levy code*

Discountable

Discountable is an optional flag to allow users to discount the selling price of the inventory item. Once this option is turned on, users will be allowed to discount the selling price of the item on the sales order.

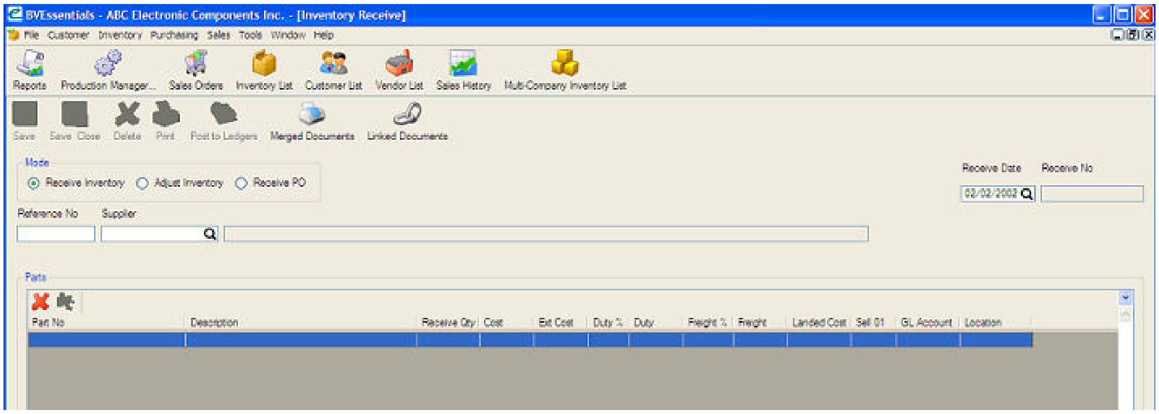
Inventory Adjustments (Impact on Current Costs)

Inventory Adjustments: Impact on Current Costs

Receiving Inventory

When inventory items are received, the current cost is read from the inventory record and automatically populates the current cost field on the inventory receipt record. If the current cost has changed, then the user can edit the current cost field on the inventory receipt, which will update the current cost on the inventory record when the receipt is received into inventory.

If the item received has associated landed costs and the user updates these fields in the inventory receipt record, then the total landed cost of the item will be used to calculate the new average cost and update the Average Cost field in the inventory item record as well as FIFO records.

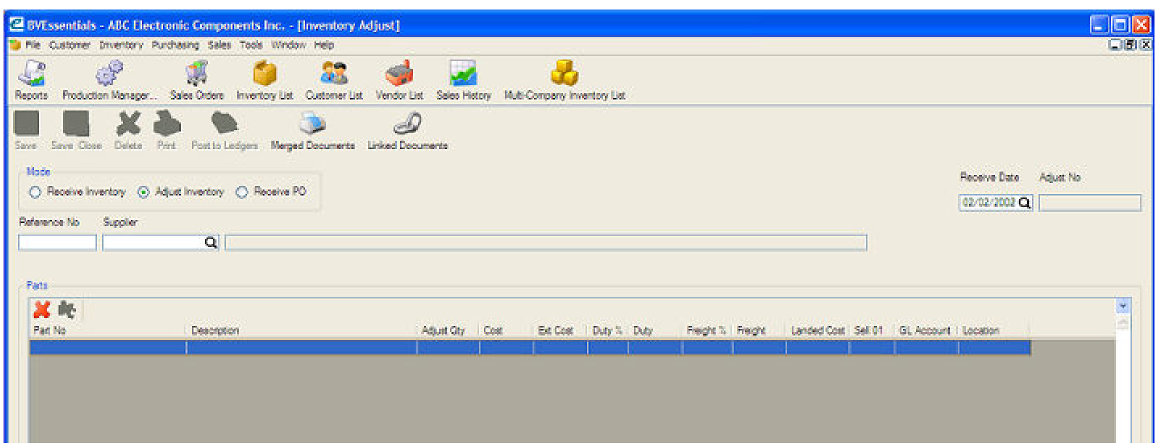


Inventory Receive Window

Adjust Inventory

An inventory adjustment record typically adjusts the quantities of an inventory item either because the physical inventory does not match the value in the inventory record or to write off goods due to damage or exceeded life expectancy.

When an adjustment is made to inventory, the inventory account is reduced or increased by the Landed Cost; the Average Cost is recalculated and the Average Cost field on the Inventory item record is updated.

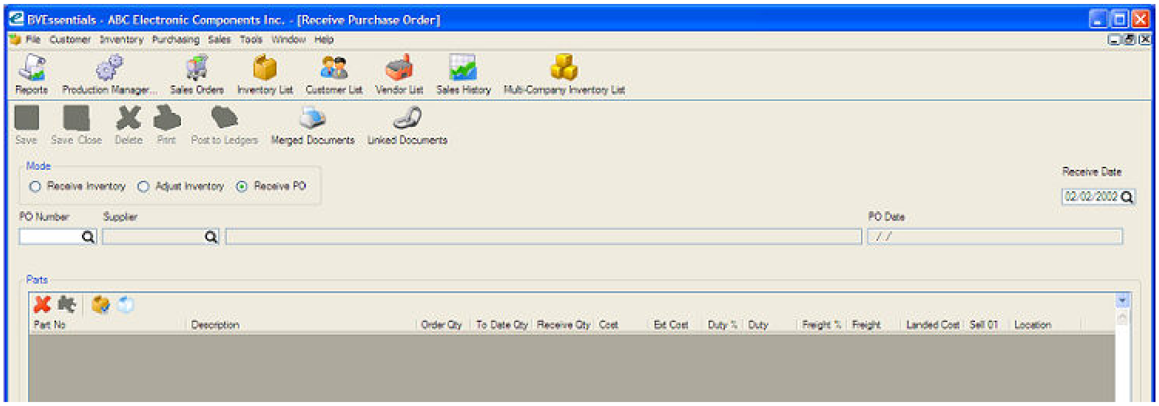


Inventory Adjust Window

Receive PO

When an item is received that is associated with a Purchase Order, the current cost field on the Inventory receipt is updated with the cost value from the Purchase Order.

If the item received has associated landed costs and the user updates these fields in the inventory receipt record, then the total landed cost of the item will be used to calculate the new average cost and update the Average Cost field in the inventory item record as well as FIFO records.



Receive PO Window

Transfer

If the company has multiple warehouses, it is common for products to be transferred from one warehouse to another.

When a transfer is posted, the Average Cost is used to post to the General Ledger account of the **source** warehouse inventory. On the **destination** warehouse inventory item record, the average cost is recalculated and updated, as well as the current cost field.

Inventory Transfer Markup

There is also a feature that allows a company with multiple warehouses to assign a Markup to the cost of the Inventory Item when the item is transferred to a different warehouse.

Example,

The company has three warehouses located in Ontario, Alberta and British Columbia. The Ontario warehouse has no widgets in stock; Alberta has 2, and British Columbia had 57.

Ontario wants 2 dozen, and Alberta wants 1 dozen. Widgets have a cost of $10 each and the transfer markup percentage is 10%. The widgets going to the warehouses in Ontario and Alberta will be marked up $1/per widget, resulting in the cost of the widgets received being $11 each while British Columbia widgets will remain at the original $10 per widget.

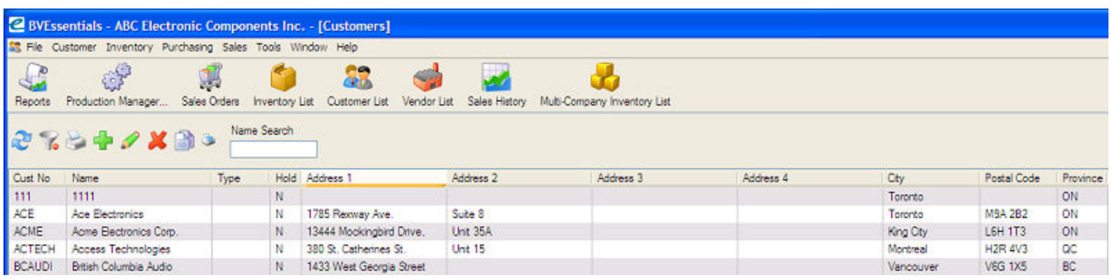
CUSTOMERS

Customer List

BVEssentials uses slightly different terms for master records than BusinessVision uses. For Example in BusinessVision a customer record is found in *"Customer Details".* BVEssentials refers to Master Records in "lists". Therefore a customer record is found under *"Customer List"* in BVEssentials.

These features include

- The Price Matrix, which can be based on the Customer, Customer Type, and Territory
- The Tax Grid, which is based on the Customer
- The Complete History of all invoices associated with the Customer.
- The Message Management system (Communications)

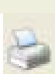


BVEssentials Desktop>Customer List Window

Customer List Toolbar

Refresh - Updates the customer list with new customer data entered on other workstations

Hide Hold - Hides all customers that are on hold from appearing in the Customer List



Print - Prints customer related reports

New - Create a new customer

Edit - Make changes to an existing customer

Delete - Remove an existing customer from the database (based on rules of deletion in BusinessVision)

Copy - Copies an existing customer; user must enter a new customer number to be able save the record

Merged Documents - opens a window displaying all mail merge documents

Name Search - Allows user to search for a specific customer based on their name. The user can search for any word or portion contained in the customer name. The more characters typed in, the shorter the list becomes.

Creating a New Customer

Creating a New Customer

The minimum data required to form a new customer record are the Customer Number and the Customer Name.

Customer Number and Name

The Customer Number must be a unique code, with a maximum length of 10 alpha-numeric characters.

To create a new Customer

1. Click on **Create New Customer (ins)** icon in the *Customer List Toolbar*

   The *"Customer Edit"* window opens.

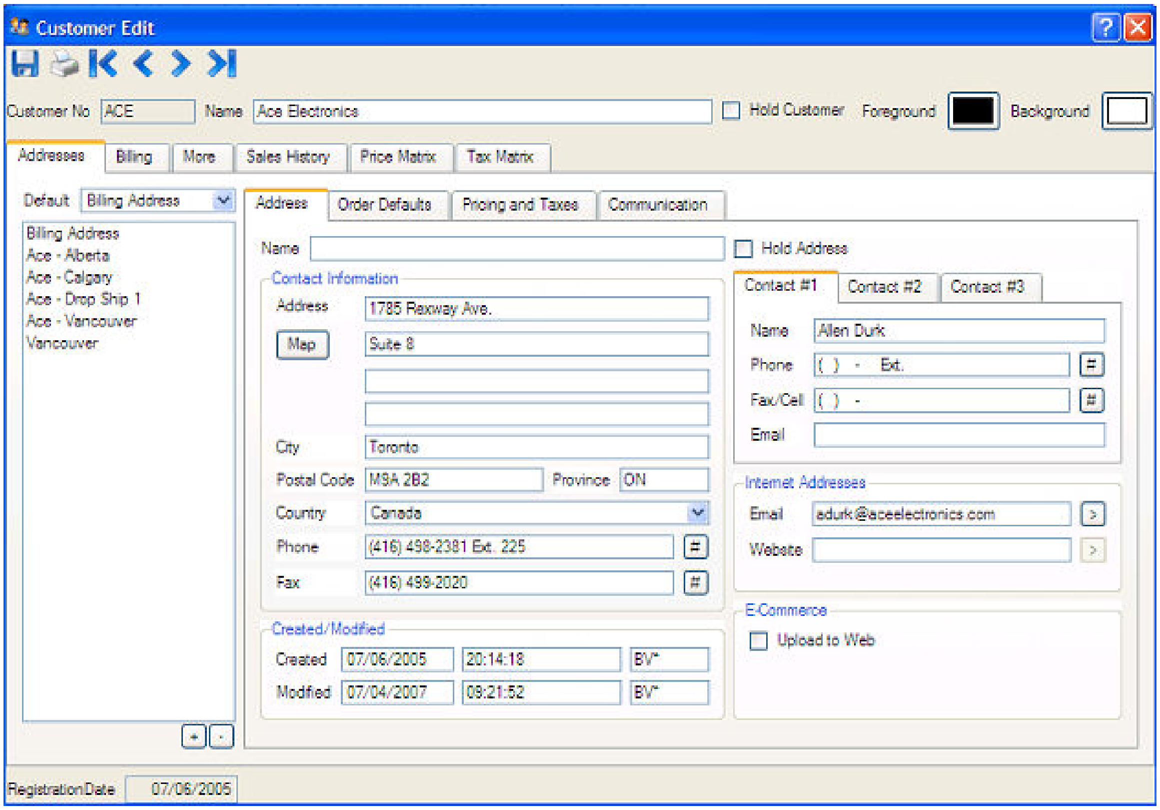
2. Enter **Customer Number** ***(it must be unique***)

3. Enter **Customer Name**

4. Click **Save** to save the record before inputting additional customer data

Hold

The Hold option when marked will not allow any new Sales Orders to be generated for this Customer. However the Customer will still appear in the Customer List as access to the record is still required.



Customer List>Customer Edit Window>Addresses Tab

Foreground and Background Colors
Each customer record can have its own Background and Foreground (text) colors so that the record stands out in the Customer List.

Example

All customer records that have been placed on **Hold** could have a RED background and BLUE foreground so that they are easily identified in the customer list.

Addresses Tab

Addresses Tab

The Addresses tab contains the basic information for each customer address BVEssentials has the functionality to have multiple address records for the same Customer in one Customer record. Each address record contains the contact information and default settings specific to that address.

Adding a New Address Record

By default, a Billing Address record is always created and cannot be removed.

To add a new Address Record

1. Click on the "**+**" button at the bottom right of the Addresses List
   The line directly below the last entry will become active

2. Enter the **ID Number** for the new address if it is in addition to the Billing Address

   Or

   Enter the **Name** in the Name field to the right of the Addresses List

   Note: *All that is required for an address record is the Name of the record*

3. Click the **Save** icon to save the record

Deleting an Address Record

To delete an Address Record

1. Highlight the Address to be deleted in the Addresses List

2. Click on the "**-**" button at the bottom right of the Addresses List

   The Address will be removed from the list

   Note: *Once an address has been used it should not be deleted, as it has historical records attached to it. It is recommended that the address be placed on hold so that it cannot be used for future orders.*

Address Tab

Address Tab

Hold Address

The Hold Address option in the Address Tab allows the user to place a hold on this address, which would make it unavailable for Sales Orders. This specific

location may be closed for maintenance for a few weeks or they are relocating, etc. Other addresses can still place and receive Sales Orders, unless the Customer has been placed on hold.

Contact Information Section

Enter **Address Information**

1. Address (There are 4 address fields to allow for PO boxes, RR #, etc.)
2. City
3. Province/State
4. Postal or Zip Code
5. Phone Number
6. Fax Number

   The **Map** Button located to the left of the address information will launch www.maps.google.com and display the address on a map and satellite image.

Contact Section

Contact Tabs have been added to allow for 3 contact persons for each address record.

In each Contact tab, there are the following fields that are specific to that contact

7. Contact Name
8. Phone Number
9. Fax/Cell number
10. Email Address

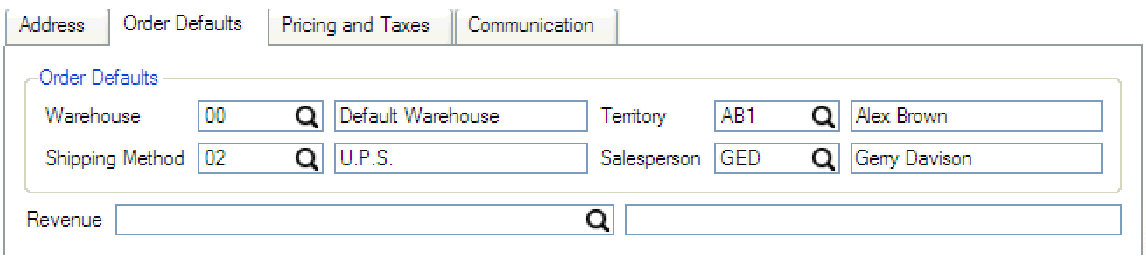
Internet Address Section

Enter **Internet addresses**

11. Email
12. Website

Order Defaults Tab

Order Defaults Tab



Customer Edit>Addresses>Order Defaults Tab

Order Defaults Section

Warehouse (default)
Selecting a default warehouse in a multi-warehouse configuration saves time in order entry. It can be over-ridden.

Shipping Method
This value is taken from the Shipping Method control file in BusinessVision and is the default for this customer. It can be over-ridden at the time of order entry. Click on the lookup to select a shipping method from the list.

Sales Territory
Sales Territory is a maximum of 10 characters. Values specified here will be the default in Sales Order entry but can be over-ridden in the Sales Order. Click on the lookup to view the list.

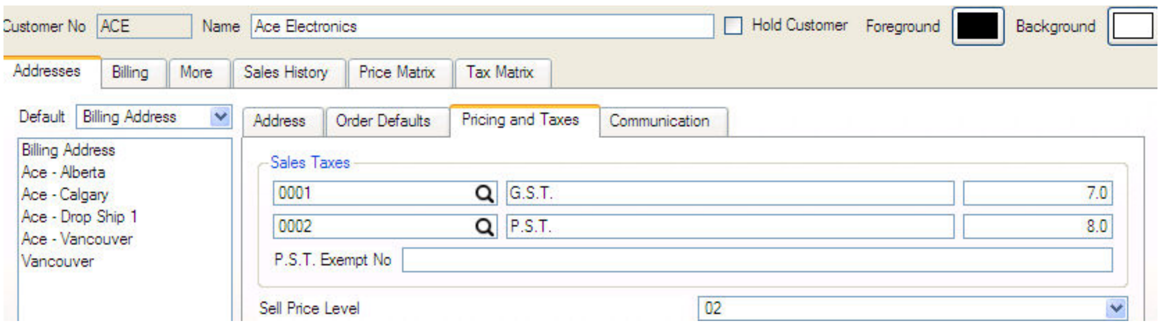
Salesperson
The Salesperson field is a maximum of 10 alpha-numeric characters. Values specified here will be the default in Sales Order entry but can be over-ridden in the Sales Order.

Revenue Account

The Revenue field allows the user to assign a revenue account from the General Ledger to be used for sales to this customer in this address record. This will cause the Sales Account specified in the Inventory Sales Department record to be ignored during posting. This revenue account will be used instead. Click on the lookup to display the list of accounts.

Pricing and Taxes Tab

Pricing and Taxes Tab



Customer Edit>Addresses>Pricing and Taxes Tab

Sales Taxes Section

The Pricing and Taxes tab defines the taxes that are applicable to the customer at this address. These are the taxes that will be charged on a Sales Order in Order Entry and POS.

With the Sales Taxes now available for each address record, calculating the correct taxes is now simplified for customers that have multiple locations within the same country.

Example

There are typically two applicable taxes, Tax 1 and Tax 2. Some locations will be exempt from Tax 2 on their purchases. To allow for this, there is another field called Tax 2 Exemption. Enter the Tax Exemption Number and this tax will not be calculated or added to the customers order.

***Note:** For those customers that use a combined tax, they will use one unique tax code that combines the tax value to be applied.*

Sell Price Level

The Sell Price Level matches the pricing level established within the Inventory module. All customers with the same selling level will be charged the same selling price during Order Entry or POS.

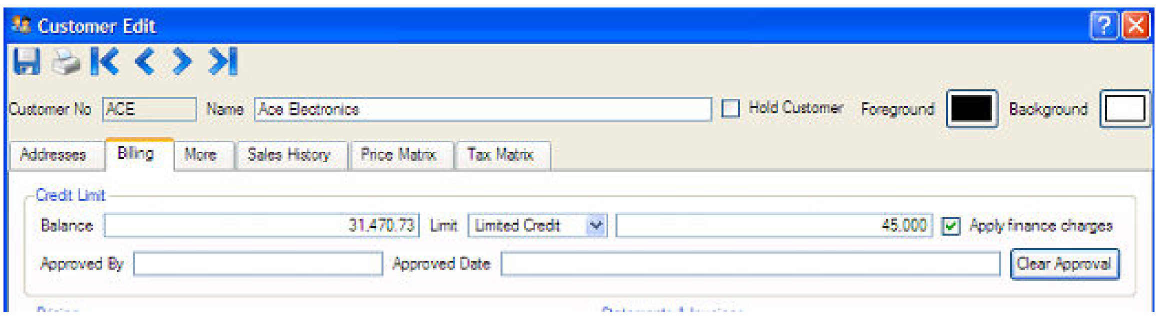
Communication Tab

Communication Tab

The Communication function is available in Customers, Vendors and Inventory records. Please refer to the section “Communications” for details on how to set it up and its features.

Billing Tab

Billing Tab



Customer List>Customer Edit>Billing Tab

Credit Limit Section

Balance
The Balance is typically auto-populated by BVEssentials, based on the invoices that have been posted to the customers account.

Limit
The Limit is the credit value that has been approved for the customer.

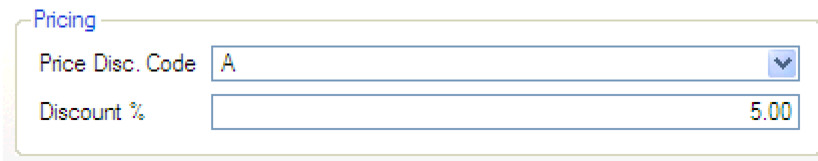
Apply Finance Charges
Mark this option if finance charges are to be applied to the statement for the customer, when the statements are created.

Approved By
The Approved By field contains the initials of the person who approved the credit limit. It is not editable.

Approved Date
The Approved Date contains the date the credit limit was approved. It is not editable.

Clear Approval
The Clear Approval button will empty the values in the Credit Limit, Approved By and Approval Date fields.

Pricing Section



Customer List>Customer Edit>Billing Tab>Pricing Section

Price Discount Code

The Price Disc Code refers to the Pricing discount code that is applied to each customer. There are 26 (A-Z) Price Discount Codes possible to match a Price Discount to a Product Code.

Example

A product code of ACC for accessories has a 5% discount for Discount Code A. Customer Joe Shorter Ladders Inc. has been assigned Pricing Discount A. This means that Joe Shorter Ladders Inc. gets a 5% discount on all inventory items that have been linked to product code ACC that they purchase.

Discount Percentage

The value in the Discount % field will be applied to the entire Sales Order, before taxes. This is in addition to any "line discount" that is included in the Sales Order.

When a positive value greater than "0" is entered a discount will be taken. In the event that a negative value is entered in the Discount Percentage field, a surcharge would be added and posted to the Sales Order.

Statements and Invoices Section

Customer Edit>Billing Tab>Statement & Invoices Section

Invoices and Statements can be either printed off in paper format (hard copy) or they can be emailed to the customer at the email address specified in the Internet Addresses Section of the Address tab.

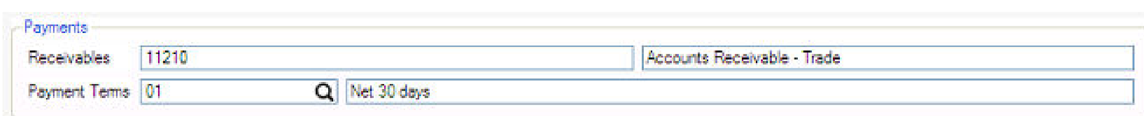
1. For **Invoices**, select **Form** or **Email** or **Form and Email** from the drop down list.

2. For **Statements**, select **Email** or **Form** or **Email and Form** or **Not Required** from the drop down list.

3. Mark **Past Due Notices** if past due notices are to be sent to the customer. (BusinessVision E-Commerce)

4. Mark **Monthly Statements** if statements are to be sent to client on a monthly basis. (BusinessVision E-Commerce)

Payments Section



Customer List>Customer Edit>Billing Tab>Payments Section

Receivables
The default Accounts Receivable account is displayed for posting completed Sales Orders to Accounts Receivable. This cannot be changed after an invoice has been posted to the account.

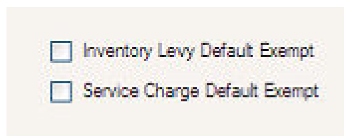
Payment Terms
Payment Terms are stored in a BusinessVision control file. The default payment terms for this customer are displayed when a Sales Order is generated but can be overwritten on the Sales Order.

Account Information

The Account Information displays summary aging of the invoices posted to this customers account.

PO Number required
This option requires a Purchase Order number be entered into every Sales Order for this Customer before it can be saved. The user will be prompted in Sales Order entry or POS to enter the PO number.

Levy and Service Charge Exemptions



Inventory Levy Default Exempt
Marking this option exempts the customer from being charged the levy attached to an inventory item.

Example

A battery has an environmental levy attached to it when sold in one state, but the customer purchasing it lives in another state that does not honor the levy. The out of state customer is exempt from the environmental levy and by marking the Exemption option, they will not be charged the levy.

Service Charge Default Exempt
Marking this option exempts the customer from being charged the service charges applied to past due amounts posted to this customers account.

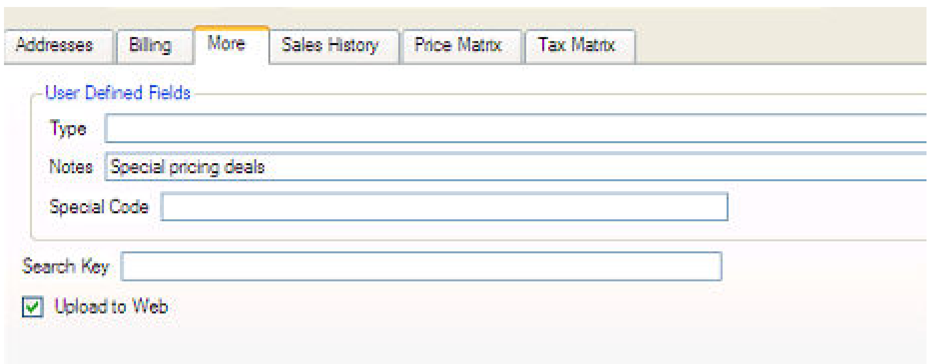
Example

ABC Company has $1000 in invoices that have not been paid within the net 30 day terms. When the statements for the period are generated all customers that have past due accounts will have a 2% service charge applied to outstanding amounts. When the Service Charge Default Exempt option is marked in the customer record, they will not be charged the 2% service charge when the statements for the period are generated.

More Tab

More Tab

The More tab contains additional information for the customer, user defined fields, search key and more.



Customer Edit>More Tab

User Defined Fields Section

Type
The Type field is a user defined code with a maximum length of 10 alpha-numeric characters; and can be used for reporting control. It is not validated against any table in BusinessVision. Please refer to “Price Mat rix” for specific use of Customer Type. See also BusinessVision Documentation on changing the label for this field.

Note
The Note field has a maximum length of 30 alpha-numeric characters. It can be used for general information about the customer.

Special Code
The Special Code field is a single alpha-numeric character.

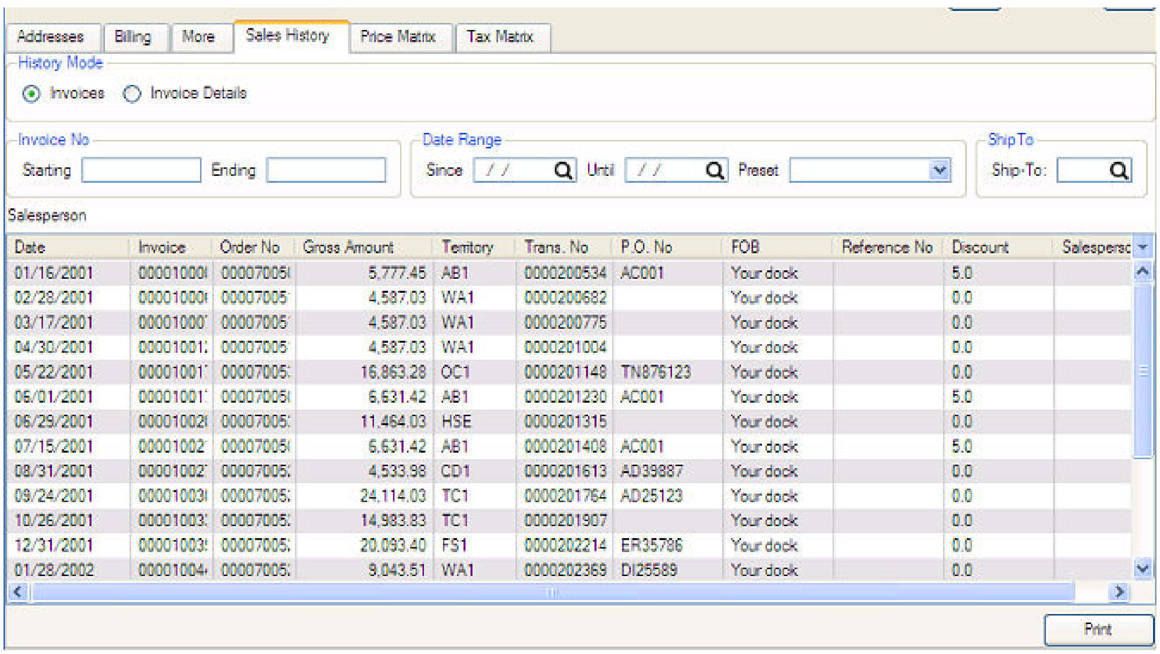
Search Key
The Search Key can be used as an alternate method of locating the Customer., such as typing in the Customers phone number (without the area code).

Sales History Tab

Sales History Tab

The Sales History tab displays all of the invoices that have been posted to this customers account.

Any of the columns can be sorted, simply by clicking on the column header. This makes it very easy to find an invoice by the part number or date depending upon the display criteria mode selected.



Sales History Tab - Invoices

History Mode

The data displayed can be Invoices or Invoice Details (part numbers). In addition to the type of data that will be displayed, the user can select a specific invoice number or range, or a date range to scale down the data presented in the viewer. If the user selects a preset value (today, current month, current fiscal year or current calendar year) then only those entries that fell within that date criteria will be displayed.

Note: *Any line item displayed in the Sales History viewer can be expanded to see the complete details of the invoice.*

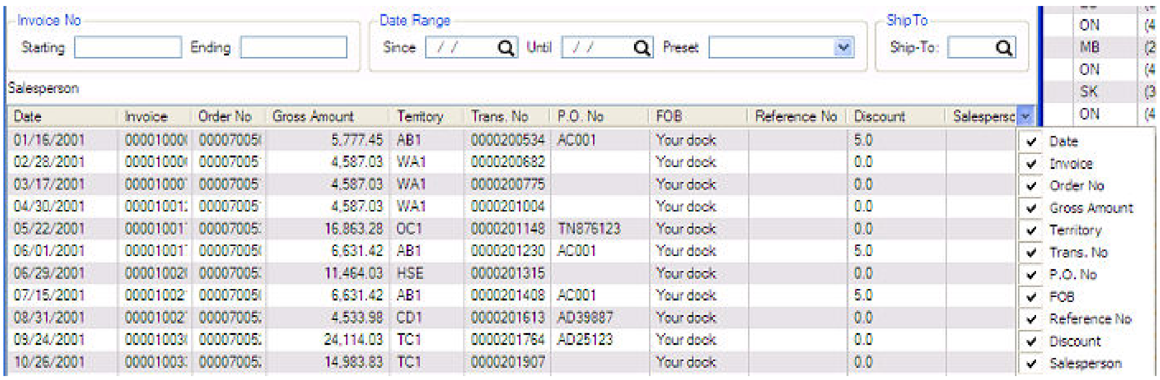
Invoice Details

Sales history can also be viewed by Invoice Details by selecting that option instead of Invoice. In this mode all products that the customer has ever purchased are available for viewing.

If you sort the view by the part number, this will sort all like part numbers together and display when that specific item was invoiced.

Adding or Removing Columns Displayed in the Viewer

Columns can be removed from or added to the view by clicking on the down arrow at the top of the scroll bar to the right of the viewer.



Sales History Tab>Invoices>Column Toggle

By default, all columns are displayed, but a user can remove columns from the viewer display by un-checking them. Similarly they can be added back by reversing the process.

click down arrow

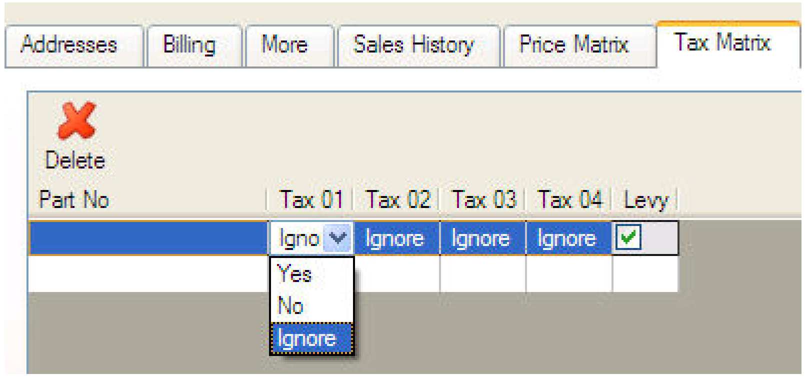
Price Matrix Tab

Price Matrix Tab

The Price Matrix tab is only used by the BVEssentials Sales Manager. Please refer to the “Price Matrix” section in the Sales Manager Module for details on how to use it.

Tax Matrix Tab

Tax Matrix Tab



Customer Edit>Tax Matrix Tab

The Tax Matrix Tab displays a grid of all Inventory Items that have taxes or levies assigned to them for this customer.

COMMUNICATIONS

COMMUNICATIONS

The communication function is available in the Communication tab in the Customer, Vendor and Inventory Master Records. This function is also available on Sales Order records. The purpose of the Communication function is to store messages that are specific to the record.

Example

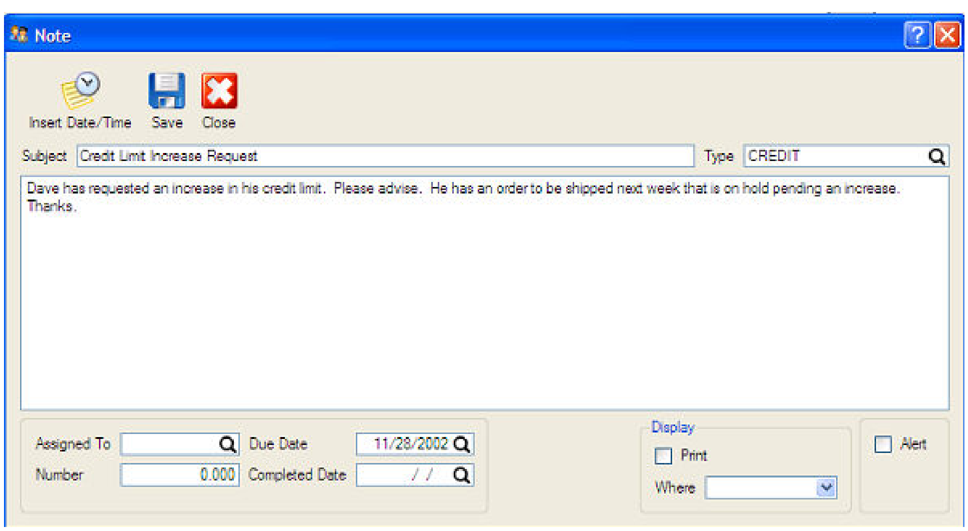
On the Customer record for ACE Electronics

There is one message in the communication tab

Adding a New Message

1. Click the **Add Message** button

    The Note window will open



Communication Tab>Note Window

2. Enter a **Subject** for the note such as “Credit Limit Increase Request” (Optional)

3. Select **Type** from the lookup (Optional)

    If the note type list is empty, create a new one and save it

    Note: *Note Type is a field that is used as a filter, and can be standardized to suit the company needs.*

4. Enter the message in the Note area. The note field is limited to a maximum of 64,000 alpha-numeric characters.

5. Enter the person to whom the note is to be assigned (Optional)

    Note: *The note can be assigned to another user; all that will be displayed in the Assigned To field is the 3 digit employee code. This allows the user to run a report that prints only the messages assigned to them.*

6. Enter Due Date for the note (Optional)

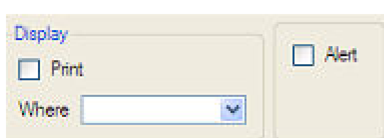
7. The Number field can be any number applicable to the note and can be used to filter messages displayed and/or printed on communication reports. (Optional)

8. Enter Completed Date (optional)
    This field can be used to store the completed date if there was a task in the communication record.

    Note: *The Completed Date is the date the task in the note has been completed or the note has expired. It can also be used to filter messages displayed or printed on reports.*

Display Section

The display section provides options for where the message is to be printed or displayed.



Note>Display/Alert Display

9. Mark **Print** checkbox to print the message on a specified form

10. Select the **Form** from the lookup that the message is to be printed on.

    Note: *A message can not be assigned to more than one form. In order to display the message in more than one form, the message has to be recreated for each form.*

9. Mark **Alert** checkbox to have the message pop up when a new Sales Order or Quote is created.

10. Click **Save** to save the message.

11. Click **Save** on the Master record (in the example above, it is the Customer record) to save the message and have it appear in the future.

Deleting a Message

To delete a message,

1. Select the **Message** in the Message Grid

2. Click **Delete Message**

    The user will be prompted to confirm they wish to delete the selected messages.

3. Click **Yes** to complete the delete process

    Or

    No to cancel the delete request

4. Click **Save** on the Master record to update the Master record with the change

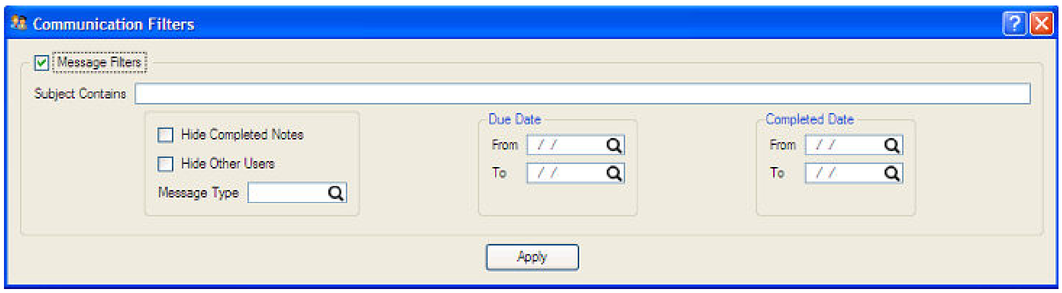
Filtering Messages

The Filter Message function allows the user to filter the messages so that they can see only those messages that are assigned to them, or are current, or if there are a lot of messages, to make the display list smaller and more manageable.

To filter messages in the Communication tab on a Master Record,

1. Click **Filter Messages**

   The Communication Filter window will open. The only active field is Message Filters.



2. Mark Message Filters to activate the filter options

3. Mark the appropriate filters

   Note: The communication filter containing the Part Number lookup only appears in the Inventory Communications from the Main Menu.

Subject Contains

This field allows the user to search the Subject field for specific characters or words.

Example

Entering "Credit Limit Increase" into the Subject Contains field will bring back only the messages that contain those words.

So if there were 50 message records, only those with "Credit Limit Increase" in the Subject field would be displayed.

Hide

Hide Completed Notes
Marking the Hide Completed Notes option will remove from view all messages that have a completed date. The messages are not deleted; they are just not displayed in the message grid.

Hide Other Users

Marking the Hide Other Users option will remove from view all messages that have not been assigned to the logged in user.

Message Type

Selecting a Message Type from the lookup will display only messages that have that message type.

Due Date Section

Entering a range for the Due Date will display only those messages that have a date between those specified.

Completed Date Section

Entering a range for the Completed Date will display only those messages that have a date between those specified.

Inventory Filter (Visible only in the Inventory Communications)

Entering a Part Number from the lookup will display only those messages that contain the selected inventory item part number.

Note: *It is important to note that using all of the filters may limit the user's ability to locate the message they are looking for.*

4. Click the Apply button. Then close the Filter window. The messages that meet the criteria set will be displayed in the Message grid.

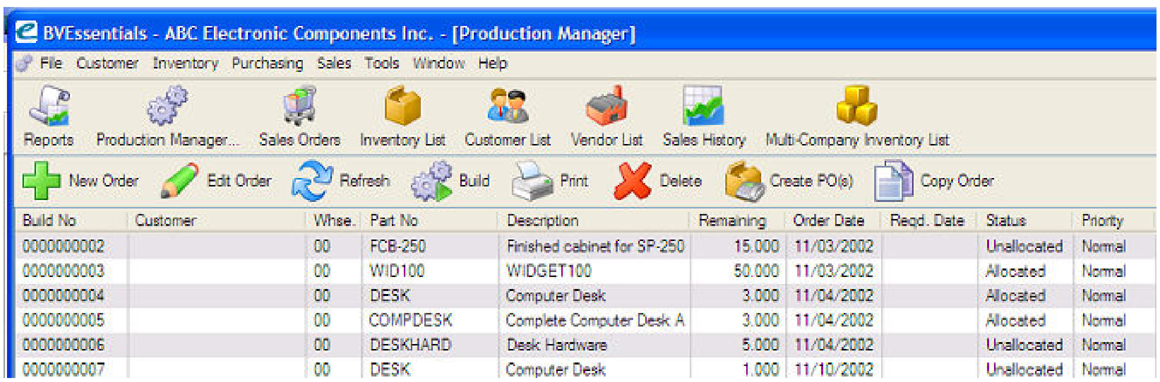
PRODUCTION MANAGER

PRODUCTION MANAGER

The Production Manager module has its own unique Toolbar. The Production Manager Orders List opens when a user accesses BVEssentials if the Production Manager module has been installed and activated.

Note: *If Sales Manager has also been acquired, then the Sales Order List will be the one visible. The Production Order List is also open but it lies beneath the Sales Order List.*

Click on Window>Production Manager for the List to be accessible, or click on the Production Manager icon, or close the Sales Order List.



BVEssentials > Production Manager Orders List

Functions

Build

The Build function takes a Production Order that has been created and builds it. Once it has been built, the raw materials are relieved from inventory and the finished product is received into inventory and the BusinessVision Accounting System is updated.

Create PO(s)

Create PO(s) function will look at the Production Order for any raw material or items that will have insufficient quantities to complete the Production Order and create a purchase order for each primary supplier that supplies the required item.

This function makes it faster and more efficient for the user to order sufficient quantities of the items needed for the order. The user will not have to leave BVEssentials to manually create Purchase Orders for all materials required for the Production Order in BusinessVision.

The Purchase Order(s) will be automatically created by BVEssentials and be available for editing in BusinessVision Purchase Order Module.

Note: *BVEssentials does not check if the items have already been ordered before generating the Purchase Orders for them. If the Create PO(s) function is invoked more than once, then more than one Purchase Order for the same shortage will be generated. One for each time the function was invoked.*

Copy Order

The Copy Order function will copy the selected Production Order and create a new Production Order and assign it the next sequential Order number. All of the other data will remain the same as on the original Production Order, and can be edited.

Creating a Production Order

Creating a Production Order

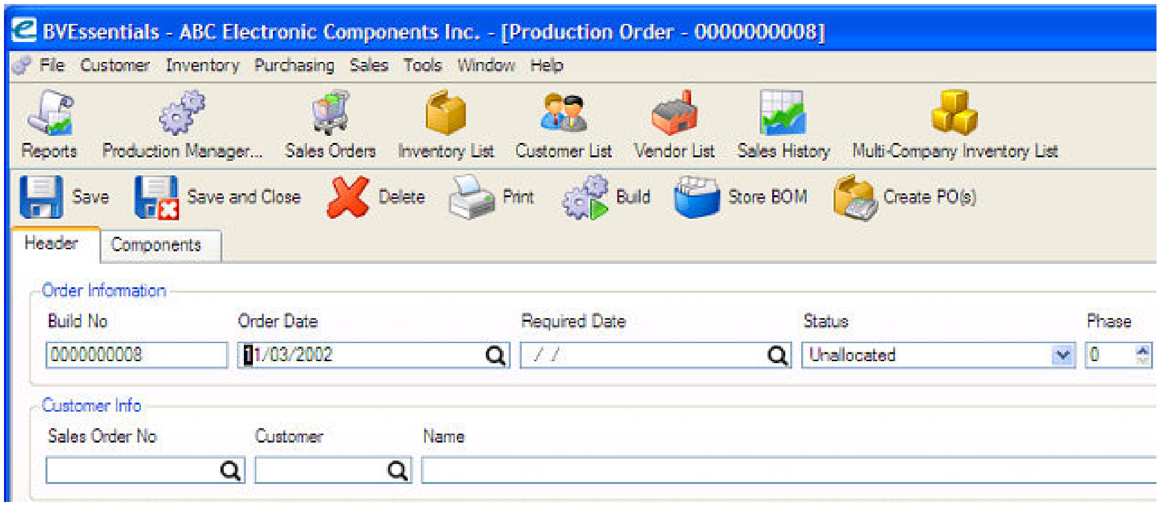
To create a Production Order from an existing Bill of Material

1. Click **Production Manager** icon

   The Production Order List will be displayed

2. Click **New Order** icon

   The Production Order window opens



Production Order

Header Tab

Header Tab

Order Information Section

Build No.
Build No is a unique number that is automatically generated by the system each time a new Production Order is created.

Order Date
Order Date defaults to the current date. It is editable by the user if the current date is not the date the order was placed by the customer.

Required Date
The Required Date is manually entered by the user. It is used for scheduling the production of orders and to ensure there is sufficient product available to complete the build in the specified time. This date is used by many of the reports.

Status
Status indicates the progress made on the build and whether the materials required have been allocated from inventory.

> *Unallocated* - The manufacturing process has not yet begun and the items required to build the product have not been committed from inventory.

> *Allocated* - The manufacturing process has not yet begun but the items required to build the product have been committed from inventory.

In Progress – The build process has begun and the raw materials have been committed from inventory. It also adds options for reporting on work in progress.

Note: *The status of a Production Order can be shifted between Unallocated and Allocated to allow the option of freeing up raw material for different Production Orders.*

Phase
The Phase field allows the user to update and track the progress of the build by manually changing the phase.

Priority
There are 5 levels of priority - Highest, High, Normal, Low and Lowest. This allows the user to determine which order(s) receive priority for the materials required to produce the finished product. This is for reference purposes and is used by some of the reports.

Creator
Creator is a read only field that displays the user ID of the person that created the Production Order.

Editor
The Editor is a read only field that displays the user ID of the person that last modified the Production Order.

Customer Info Section

Customer Information is not required to create, assemble, manufacture or complete a Production Order but can be used to store the Customer that the product is being built for.

Sales Order No
The Sales Order lookup allows the user to lookup the sales order where this manufactured item will be sold. The Sales Order field is not linked to any function in Production Orders; it is used as a reference.

If a Sales Order Number has been selected from the lookup, the Customer No, Customer Name and the PO Number will be populated.

Manufactured Item Section

Production Order > Manufactured Item Section

Inventory

The Inventory lookup is used to select the item to be assembled or manufactured. Once selected the Description, Category and Category Description are automatically populated.

Required Qty

The Required Quantity is the amount ordered or total amount to be built and added into inventory.

Example

If 100 Widgets are needed to add to inventory, then the Required Qty is 100.

Received Qty

The Received Quantity is the amount that has been previously been built on the Production Order. This is automatically populated by the system.

Using the details of the example above,

100 Widgets are on a Production Order. 50 Widgets have already been built. The Received Quantity will display 50.

The next build is expected to produce another 25. When this build is complete, the Received Quantity will change to 75.

Still to Build

This field is automatically populated by the system. The calculation for the Still to Build field is the Required Quantity less the Received Quantity.

Exp Yield %

This field defaults to 100% when the Production Order is created. It can be modified to use a different yield if scrap and yield has been enabled in BVEssentials Company Setup.

Example

Of the 100 widgets that are built only 95 of them will be put into inventory or used. The other 5 were damaged, sub-standard or broken.

Assemble Qty
The Assemble Qty field is an important one. The value in this field is the quantity that will be produced or assembled each time the build function is initiated on the Production Order.

Using the 100 widgets in the above examples

The Required Qty is 100, there is sufficient inventory available to build most of that, but the customer decided that he wants to receive his order in 3 shipments of 30, 40 and 30.

The Assemble Qty for the first shipment will be 30; then the order will be built. The output will be 30 widgets.

The next shipment for this customer is due in two weeks. The next build for this Production Order will have an Assemble Qty of 40.

The last shipment will have an Assemble Qty value of 30 to complete the entire order.

Qty Assembled
The Qty Assembled is the quantity assembled to date for this production order. If the Assemble Qty is the same as the Required Qty, then this field will be empty.

If the Assemble Qty is less than the required Qty, then this field will appear blank until after the build has been completed. The Qty Assembled field will then be populated with the total quantity built for the production order.

This allows the user to see at a glance how many have already been built as well as the quantity remaining to be built.

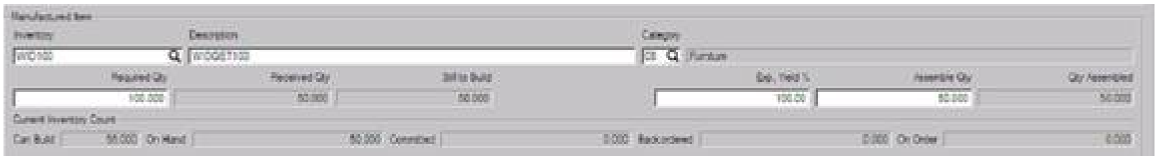
Example

100 Widgets are required, the yield is 100%. The Assembled Qty defaults to 100.

There will be 3 builds for the order, one for half of the required 100, then 2 builds of 25 each.

The Assembled Qty is 50 for the first build. The default value of 100 for the build is incorrect and needs to be changed to 50.

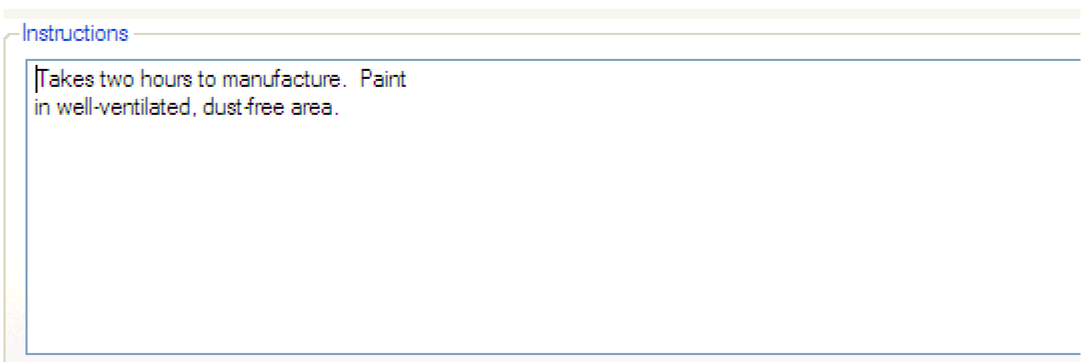
Once the build function has been invoked, and the build process completed, the Qty Assembled will display 50 and the Received Qty will display 50.



The next build process will produce 25 widgets. Once that build has been invoked and completed, the Received Qty and Qty Assembled fields will be updated to 75.

Manufacturing Notes

The Manufacturing Notes field can be used to store notes on the manufacturing or assembly of the finished product for the Production Order in which they were entered. They are not saved with the Bill of Materials record.



Production Order >Instructions Field

Instructions

The Instructions field can be used to store instructions on how to assemble or produce the finished product. The contents of the Instructions field are stored with the Bill of Materials record and are displayed each time a new Production Order is created for that finished product.

Current Inventory Count Section

The Current Inventory Count section is display only. The fields are populated by the system, based on the inventory quantities in BusinessVision.

Can Build

This is the total number of units that can be built for this Production Order based on the present available quantities of raw materials or components. The Can Build field gets dynamically updated as inventory changes.

On Hand
The On Hand value is the On Hand balance in inventory for the top assembly item.

Committed
The Committed value is the total value of the top assembly item that is committed to Sales Orders and completed Production Order builds.

Back Ordered
The Back Ordered value is the quantity that has been back ordered on Sales Orders.

On Order
The On Order value is the total value of all Production Orders allocated for the top assembly item but not yet built or received.

Components Tab

Components Tab

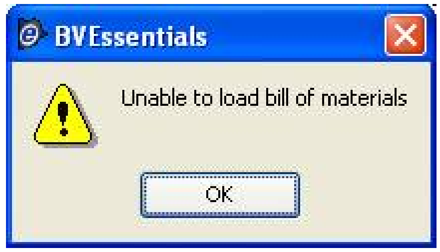
The top section of the Components tab displays the formula or recipe of the finished product to be built.

The recipe lists all of the components required to make the finished product. Non-inventoried Stock parts and labor components can also be a part of the assembly process.

If the BusinessVision Bill of Material module has been implemented and used for a period of time prior to using Production Orders, it is likely that all of the recipes have already been created using the Bill of Material module and are displayed in BVEssentials Production Orders components tab.

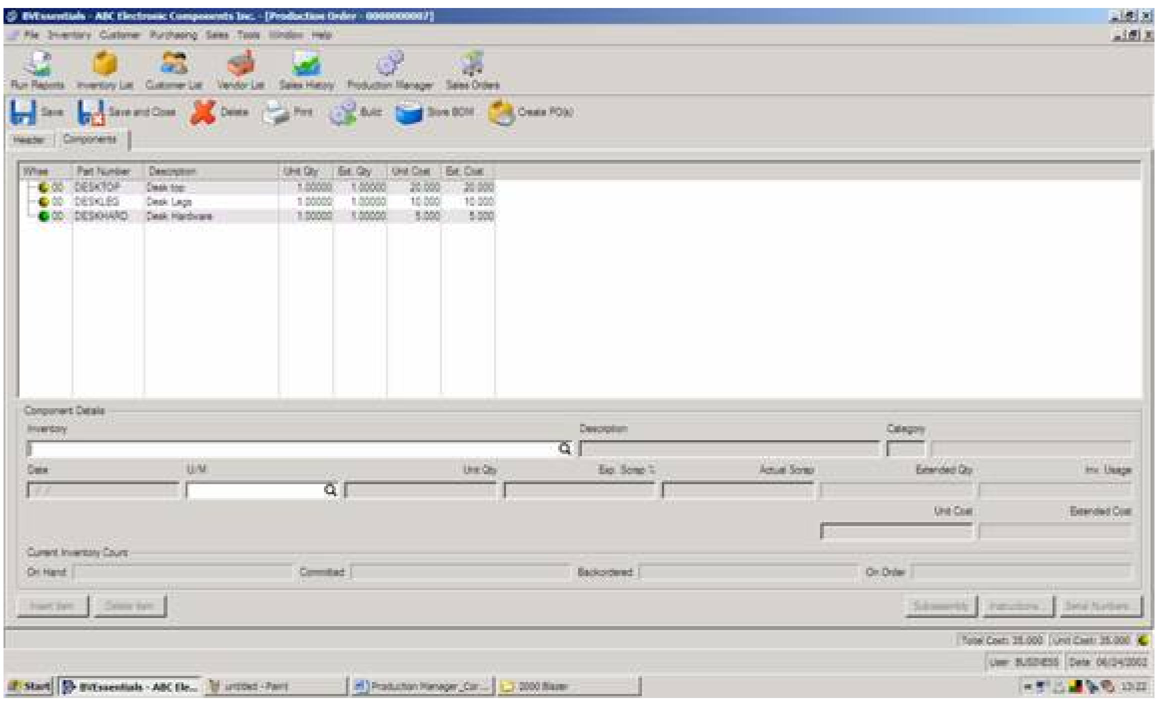
When the Production Order is created and the finished item is selected from the Inventory item lookup, the recipe section of the components tab will be populated from the data stored in the Bill of Materials record for the finished product.

Note: *If a manufactured item has not been produced before or a bill of materials record has not been saved for it in BusinessVision or BVEssentials, then the following dialogue window will open when a manufactured item has been selected.*



Adding Components

Components can be added to an existing Bill of Materials record or they can be added to create a new Bill of Materials record.



Production Order>Components Tab

Component Details Section

In the Component details section

1. Select **Inventory** from the Inventory Item lookup

2. Click **OK**

The item details will be displayed in the component details and a line will be created for it in the component display grid.

3. Enter **Unit Qty**.
   This is the value that is required to produce 1 assembled product or manufactured item.

4. Enter **Exp Scrap %**.
   This is the expected percentage of scrap that will be used in addition to the required amount needed for the assembly.

5. **Actual Scrap**
   This field is auto-populated based on the percentage specified. The user can also type it in and the Exp Scrap % will change to reflect the actual scrap.

6. **Extended Qty**
   This field adds the actual scrap to the value in the Unit Qty field. This calculates the total amount of this item required to produce the finished product. It is not editable.

7. **Inv. Usage**
   This field is auto-populated and displays the quantity that will be reduced in inventory. It is not editable.

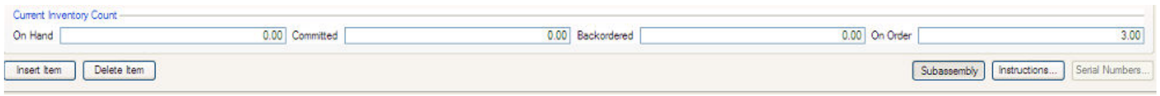
8. **Unit Cost**
   This field is auto-populated from the inventory item record. It can be edited and if edited, then the cost will affect the assembled or manufactured item.

9. **Extended Cost**
   The system calculates this value by multiplying the Extended Qty by the Unit cost. It is not editable.

Note: *The values in the Unit Qty, Ext Qty, Unit Cost and Ext Cost in the component display grid are read from the component details of the highlighted item.*

Current Inventory Counts Section

All of the fields in this area are auto-populated by the system and are not editable by the user.



On Hand - The quantity that is physically on hand

Committed - The quantity that is committed on other Production Orders, or on Sales Orders.

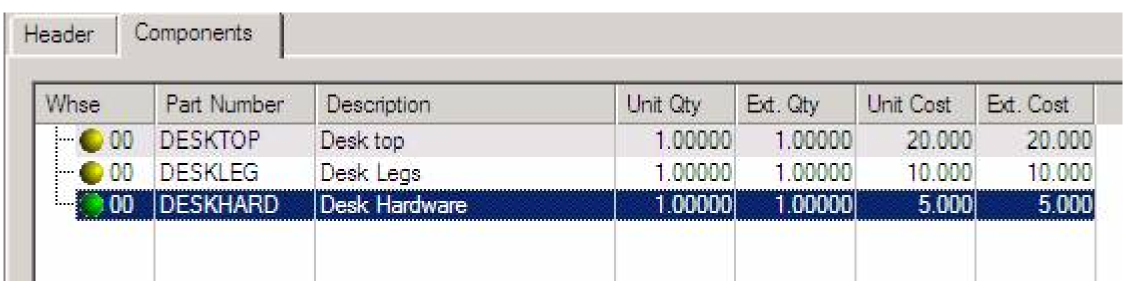
Back Ordered - The quantity that is required to fulfill the required amounts needed on Production and Sales Orders.

On Order - The quantity that has been ordered from a Vendor using the Purchase Order Module or allocated to be built on another Production Order.

These fields allow the user to see at a glance the availability of each item required to complete the Production Order.

Color Coding

In the Component Display Grid, there is a colored ball beside each line item. This allows the user to see at a glance the stock status of all items required to produce the finished product.



Green - There is sufficient stock to supply the Production Order

Red - There is insufficient stock to supply the Production Order

Yellow - There is physical stock, but it has been allocated on other
Production Orders or committed on a Sales Order.

Adding Additional Components

1. Click on the empty space below the bottom line (This inserts a line above the current line.)

   Or

   Click **Insert Item** button at the bottom left of the window

1. Select **Inventory** item from the inventory item lookup
2. Complete the fields in the Component Details section as detailed in the previous section.

Components Footer

Sub-Assemblies Button

The Sub-Assemblies button is active when a component is highlighted that is an assembled item. For more information, refer to the section “Sub-Assemblies”.

Instructions Button

The Instructions button is active when an item in the component grid is highlighted. Clicking on the Instructions button opens a window where the user can enter instructions for the component. The notes entered here are stored only for the specific component for the specific Production Order. Any entries made in the Component Instruction field will not automatically appear in the Component Instruction field in future Production Orders that use the component. They will have to be manually entered each time.

Serial Numbers Button

If an item listed in the component grid is serialized, the quantity used in the Production Order needs to have the serial numbers used identified so that the appropriate physical items in inventory can be relieved. This can be done at the time the Production Order is created or during the build process.

To assign the serialized items when the Production Order is created

1. Highlight the **serialized item** in the component grid
2. Click **Serial Numbers** button in the bottom right corner of the window

3. The **Serial/Lot Number** window will open and display a list of available serial numbers

4. Click the **box to the left of the serial number(s)** to be assigned to or consumed by this Production Order

5. Click **OK** to close the window

Deleting Components from the Component List

1. Highlight **item** in the Component Display Grid

2. Click **Delete Item** button on the bottom left of the window

   The item will be removed from the grid.

Saving the Bill of Material

Save the Bill of Material (Recipe)

Once all of the components and their applicable quantities have been added to the Production Order, the recipe can be saved in a Bill of Material record for future use.

1. Click **Store BOM** from the Production Order Toolbar

   This updates the Bill of Material record in BusinessVision or creates a new Bill of Material record for the finished product.

   A dialogue window will open asking if the user wishes to update the subassemblies as well, but only if one or more of the components in the grid are sub-assemblies. If one or more components used in the production of the finished product are sub-assemblies, click yes if the sub-assemblies are to be updated, or click no to leave them unchanged.

Copying a Bill of Material (Recipe)

Sometimes there are multiple products that have very similar composition. Rather than creating a new Bill of Material record for each one manually, it is possible to copy an existing one to a new inventory item.

1. Create a **new inventory item** record for the finished product that will use the Bill of Material (recipe) of another product as the base. Type will be **Manufactured**

2. Create a **Production Order** for the item that has the base Bill of Material to be copied

3. Move off the item field. The components used in the recipe will be displayed in the components grid.

4. Return to the inventory item field and select or type the new **Inventory item** from the inventory lookup that will use the base Bill of Material but is slightly different.

   A dialogue window will open, prompting the user to make a selection to either keep the existing components or use the components that are assigned to the new item.

5. Select **Keep Existing Components**

6. Add components or modify quantities of existing components of the base Bill of Material record.

7. Click **Save** to save the changes for the Production Order.

8. Click **Update BOM** icon to create and save a Bill of Material record for the finished product.

THE BUILD PROCESS

THE BUILD PROCESS

Creating a Production Order does not create the finished goods. It creates an order for producing a specified quantity of a manufactured or assembled item. The next step after creating a Production Order is the build process.

A Production Order that will produce the required quantity in one build process is simple to achieve. The Required QTY and the Assemble Qty values are the same on the Production Order. When the build process is invoked, the Production Order is built and completed in one process.

However, there are times when a customer may order a large quantity of a manufactured item, but wishes to receive them in partial deliveries. There may also be other reasons for producing less than the requested amount of items, such as raw material or component availability.

Example

Joe Boston ordered 10,000 widgets, but wishes to receive them in 4 different deliveries of 2,500 on each delivery. Instead of producing all 10,000 widgets at the same time, the Production Order is created for 10,000 and the Assembled Qty in the manufactured section of the Production Order will be populated with 2,500, the initial quantity to be produced.

To Build a Portion of a Production Order

To build a portion of a Production Order,

1. Open the **Production Order**

   Or

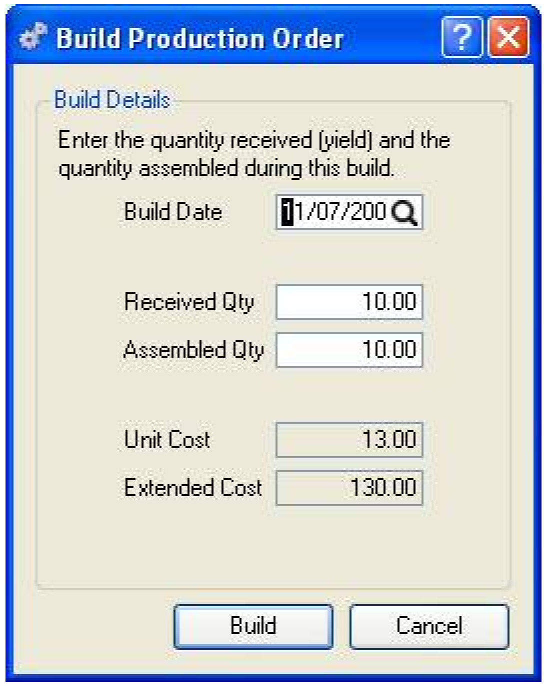
2. Create a **New Production Order** and save it

   Note: *See the section on Production Orders for instructions on creating a new Production Order.*

3. Go to the ***Manufactured Item Section*** on the Header tab

4. Enter the amount to be produced in the **Assembled Qty** field for this instance of the build process.

5. Click **Build** icon to initiate the build process.
   The Build window opens



6. Enter **Build Date**
   The default displayed is the system date, usually today.

7. Enter **Received Qty**
   This is the quantity of the finished product that will be placed in inventory.

8. Enter **Assembled Qty**
   This is the quantity that was actually assembled, including those that were damaged or did not pass QA inspection

9. The **Unit Cost** defaults to the cost from the Production Order

10. The **Extended Cost** is the calculated extended cost from the Production Order

11. Click **Build** to complete the build process

    Or

    Click **Cancel** to cancel the build process

    Note: *If one of the components in the component grid is serialized, and serial numbers for the item have not already been assigned, then the user will be prompted to select the serial numbers to be consumed from the available serial numbers displayed in the Serial/Lot number window before the build process continues.*

If the finished product is serialized, the user will be prompted to enter the serial numbers to be assigned to the finished items. See section " Finished Goods with Serial Lot Numbers" for more information

12. The build process will update inventory with the consumed quantities of the components used, the Received Qty of the finished products and post the appropriate entries to the General Ledger.

13. The Build window will close and the Production List window will open.

Note: *It is important to keep the integrity of the dates when processing Production Orders. Entering the correct day in which the build actually took place will help ensure that the physical inventory will be accurate in real time.*

Finished Goods with Serial/Lot Numbers

If the finished goods being produced are serialized or have lot numbers assigned, the user will be prompted to enter the serial or lot numbers for the item.

In the case of a serialized product, a unique number is assigned to each completed item.

Example

06-12345
06-12346

For a product that is assigned a lot number, one unique lot number can be assigned per build process. In other words if one Production Order is built in multiple build stages, each build can have its own unique lot number for identification purposes. Subsequent builds of the same Production Order can be assigned the same lot number.

Example

06-07-01-100
06-07-02-111
06-07-03-245

The user will be prompted to enter the serial or lot numbers required for the completed items when the build process is invoked and before the order has been successfully built and placed into inventory.

The entry of the serial/lot numbers will occur just after Step 11 in the *"To Build a Portion of a Production Order"* section above.

What Happens after the Build Process is Completed

BVEssentials creates a closed Purchase Order for the items built. Any references to P.O. Number refer to Purchase Order Numbers. This Purchase Order enables the ability to report on historical Production Order builds, just like historical Purchase Orders.

In addition to the finished goods being assigned to a closed Purchase Order, they are also assigned a receipt number that tracks their entry into inventory. This function enables BVEssentials to seamlessly produce the same result that a user would need to do manually to order a product and receive it into inventory.

With this audit trail, the user can lookup an item and follow its trail back to the original source easily without having to learn a new process. Serial and lot numbered items are handled the same way, with the serial numbers available for display on the serial number tab in the Edit Inventory form.

SUB-ASSEMBLIES

SUB-ASSEMBLIES

Often an item to be produced is composed of two or more raw materials and/or finished goods. This is probably the most common form of a Production Order that is used.

In other instances, there could be complex Bill of Materials (recipes) that are comprised of multiple components that could be composed of multiple components. An item that can be made up of one or more items that are also made up of one or more items is called a sub-assembly.

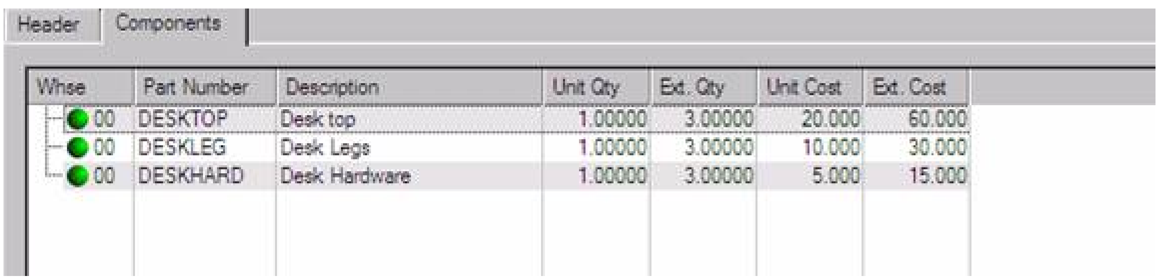
Example

A furniture manufacturer specializes in making office furniture. One item that they produce is a complete computer desk that consists of the desk, a monitor shelf, CPU holder and pullout keyboard tray. The inventory items that make up this finished product are identified as follows:

Item	Description	Type
COMPDESK	Complete Computer Desk Assembly	Manufactured
DESK	Computer Desk	Manufactured
DESKTOP	Desktop	Normal
DESKLEG	Desk legs	Normal
DESKHARD	Desk Hardware	Normal
MSHELF	Monitor Shelf	Normal
CPUHOLD	CPU Holder	Normal
KEYBOARD	Keyboard Pullout	Normal
HARDWARE	Hardware for Mounting Accessories	Normal
PACKAGE	Packaging	Normal

The COMPDESK and the DESK are both finished goods.

The DESK is the basic computer desk made up of the DESKTOP, DESKLEG and DESKHARD.

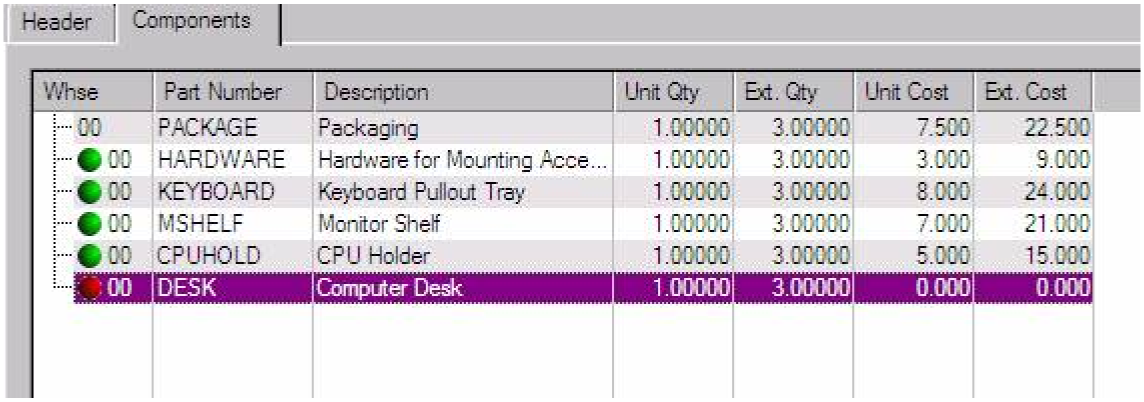


It can be sold by itself or it can be one of the components for the COMPDESK. When used as a component of the COMPDESK, the DESK is a sub-assembly.

The COMPDESK is made up of the following components - DESK, MSHELF, CPUHOLD, KEYBOARD, HARDWARE and PACKAGE.

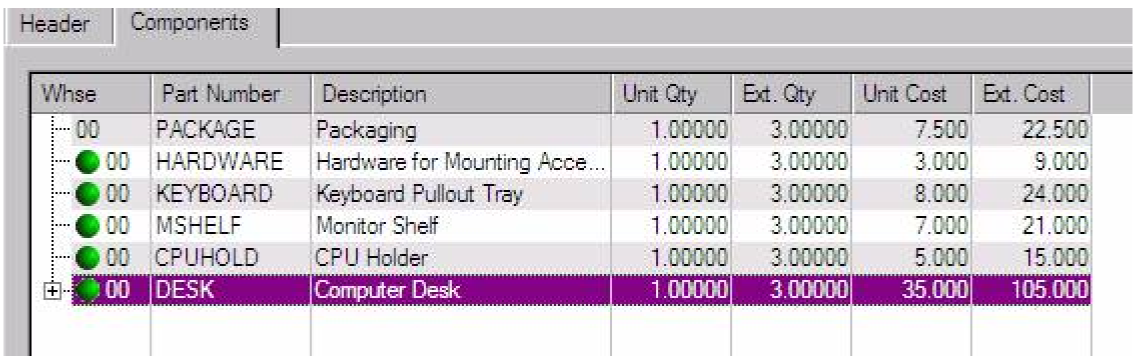
Highlight the DESK in the component grid to activate the Sub-Assembly button in the bottom right corner of the window.

Note: *The Sub-Assembly button will only become active when an item is highlighted that is made up of one or more inventory items or components.*



Whse	Part Number	Description	Unit Qty	Ext. Qty	Unit Cost	Ext. Cost
00	PACKAGE	Packaging	1.00000	3.00000	7.500	22.500
00	HARDWARE	Hardware for Mounting Acce...	1.00000	3.00000	3.000	9.000
00	KEYBOARD	Keyboard Pullout Tray	1.00000	3.00000	8.000	24.000
00	MSHELF	Monitor Shelf	1.00000	3.00000	7.000	21.000
00	CPUHOLD	CPU Holder	1.00000	3.00000	5.000	15.000
00	DESK	Computer Desk	1.00000	3.00000	0.000	0.000

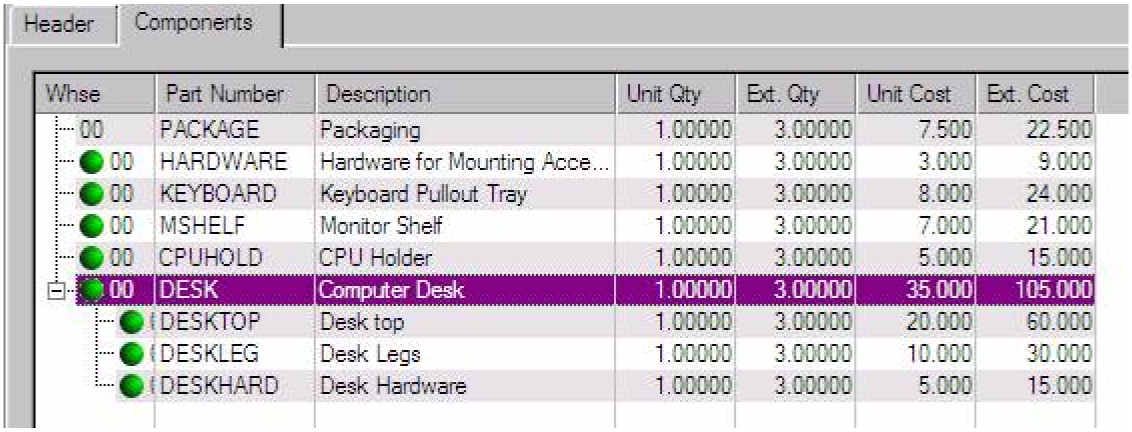
Clicking on the Sub-Assembly button adds a “+” button to the left of the component.



Whse	Part Number	Description	Unit Qty	Ext. Qty	Unit Cost	Ext. Cost
00	PACKAGE	Packaging	1.00000	3.00000	7.500	22.500
00	HARDWARE	Hardware for Mounting Acce...	1.00000	3.00000	3.000	9.000
00	KEYBOARD	Keyboard Pullout Tray	1.00000	3.00000	8.000	24.000
00	MSHELF	Monitor Shelf	1.00000	3.00000	7.000	21.000
00	CPUHOLD	CPU Holder	1.00000	3.00000	5.000	15.000
00	DESK	Computer Desk	1.00000	3.00000	35.000	105.000

Note: *When the Sub-Assembly button has not been clicked to expand the DESK component, it is color coded as RED. This indicates visually to the user that there are no assembled DESK items in inventory.*

When it has been clicked to expand the component it may change to GREEN. This indicates to the user that there are sufficient quantities of the components that make up the DESK in inventory to produce the required quantity of DESK. Clicking on the “+” button expands the highlighted component into all of its components or parts.



Header | Components

Whse	Part Number	Description	Unit Qty	Ext. Qty	Unit Cost	Ext. Cost
00	PACKAGE	Packaging	1.00000	3.00000	7.500	22.500
00	HARDWARE	Hardware for Mounting Acce...	1.00000	3.00000	3.000	9.000
00	KEYBOARD	Keyboard Pullout Tray	1.00000	3.00000	8.000	24.000
00	MSHELF	Monitor Shelf	1.00000	3.00000	7.000	21.000
00	CPUHOLD	CPU Holder	1.00000	3.00000	5.000	15.000
00	DESK	Computer Desk	1.00000	3.00000	35.000	105.000
(	DESKTOP	Desk top	1.00000	3.00000	20.000	60.000
(	DESKLEG	Desk Legs	1.00000	3.00000	10.000	30.000
(	DESKHARD	Desk Hardware	1.00000	3.00000	5.000	15.000

Building Production Orders with Sub-Assemblies

When the user goes to complete the build, the build process will use the sub-assemblies already in inventory, unless the user “expands” the sub-assembly in the Production Order.

The sub-assembly will be built as part of the build of the finished product only if the sub-assembly has been expanded and displays its components. The sub-assembly components will be removed from inventory to build the sub-assembly to complete the finished product. The original completed sub-assemblies existing in inventory will remain in inventory.

When the sub-assembly is not "expanded" there must be sufficient quantity on hand in order to complete the build.

Insufficient Quantities of a Sub-Assembly

Using the example above, the user will see DESKTOP, DESKLEG and DESKHARD indented under DESK.

Initially DESK showed RED in the component grid. When the components for DESK are “exploded” or expanded to be visible in the grid, the user is able to see if any of the components have insufficient quantities to produce the assembly or if the assembled product has not been produced.

Even though there are insufficient quantities of the Sub-Assembly DESK assembled and in inventory, the build of COMPDESK will complete if all of the components to produce the sub-assembly are available.

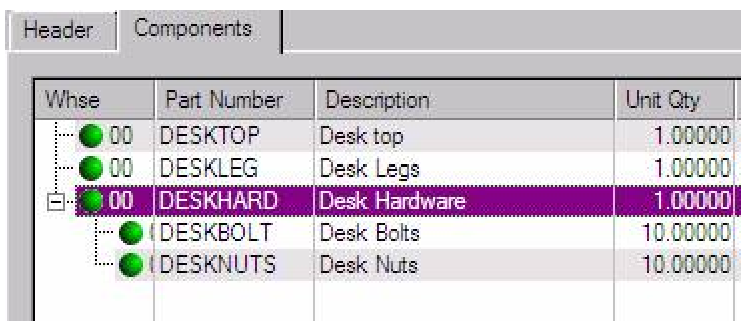
Multiple Sub-Assemblies

BVEssentials can handle many levels of sub-assemblies for a finished top assembly item. BusinessVision can store up to 9 levels in the Bill of Material record.

That means that the finished product has a component that is a sub-assembly; one of the components of the sub-assembly is a sub-assembly, and that sub-assembly contains a component that is also a sub-assembly, etc. up to 9 levels.

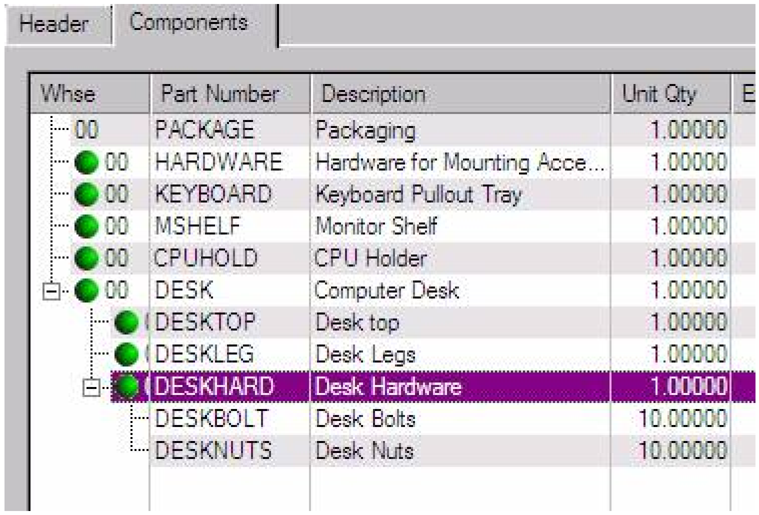
Example

Using the example above, one finished product is DESK. It is comprised of 3 components, none of which are sub-assemblies. If DESKHARD item were broken down into two components (HARDBOLT and HARDNUTS), then DESK would have a sub-assembly that would look as follows.



If COMPDESK were the finished product being produced, there would be 2 levels of sub-assemblies, DESK and within it, DESKHARD.

With both Sub-Assemblies expanded, it would look like the screen shot below.



Whse	Part Number	Description	Unit Qty
00	PACKAGE	Packaging	1.00000
00	HARDWARE	Hardware for Mounting Acce...	1.00000
00	KEYBOARD	Keyboard Pullout Tray	1.00000
00	MSHELF	Monitor Shelf	1.00000
00	CPUHOLD	CPU Holder	1.00000
00	DESK	Computer Desk	1.00000
	DESKTOP	Desk top	1.00000
	DESKLEG	Desk Legs	1.00000
	DESKHARD	Desk Hardware	1.00000
	DESKBOLT	Desk Bolts	10.00000
	DESKNUTS	Desk Nuts	10.00000

The option to use multiple levels of assemblies to build a finished product allows the user to use a component made up of other inventory items repeatedly for different finished products without having to list them as individual components each time they are used in the build process.

SALES MANAGER

Sales Manager

BVEssentials provides additional functionality to the Sales Order module that is standard to BusinessVision. The pricing variables and matrix that are available in BVEssentials ensure that customers are charged the appropriate price for their items.

In addition to the standard 20 price levels, with multiple currencies (if the module has been purchased), each inventory item has a selling price and cost, and a price matrix attached to it. Each customer is assigned a price level, and there is also the option to enter in pricing for specific customers for a specific period. The pricing variables and the impact of each will be covered later in a separate section (Pricing Variables).

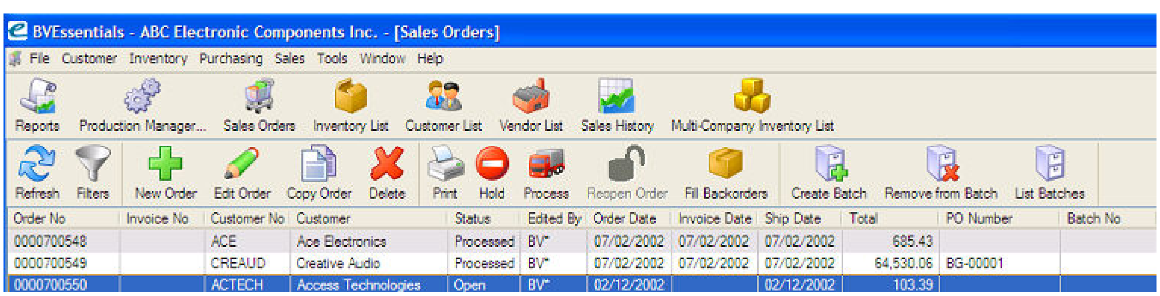
Sales Orders are the first step in billing a customer for goods or services acquired. Depending on the options chosen in BVEssentials set up and user permissions set, the user can save the order, add it to a batch to be posted, or generate the invoice and post it to the General Ledger.

Navigation

Sales Order List

The Sales Order List opens by default when a user logs into BVEssentials. In addition to the BVEssentials Toolbar, the Sales Order Module Toolbar opens below it.

There are several different functions in the Sales Order Module Toolbar that can be carried out in the Sales Order list that affect an order, without having to open the specific order.



BVEssentials>Sales Orders List

con	Description
	**Refresh** – refreshes the sales order list to update the list to include any orders anther user has created or updated.
	**Filters** – displays the filter options a user can use to display the sales order list
	**New Order** – opens the Sales Order Add window
	**Edit Order** – opens the order highlighted in the Sales Order List for editing
	**Copy Order** – Creates a new order containing the data from the highlighted order. Only the order number is changed.
	**Delete** – Deletes the highlighted order in the list. There is no Undo. Permission for a user to delete orders is set up in BusinessVision User Details.
	**Print** – Print a report from the report selection window that pertains to an order or list of orders
	**Hold** – Places the order on hold. The order can be read but not modified until the hold is removed.
	**Process** – Changes the status to process, can verify that the order does not place the customer beyond their credit limit and prints the picking or packing slip
	**Re-Open Order** – Allows for an order that has been processed and closed to be re-opened.
	**Fill Back Orders** – Automatically fills all backorders. This is done on a first come first, served basis; based on the Order number

Note: *If the "Use Batching" option has been selected in BVEssentials set up, then the "Batch" icons will appear next to the "Fill Back Orders" icon.*

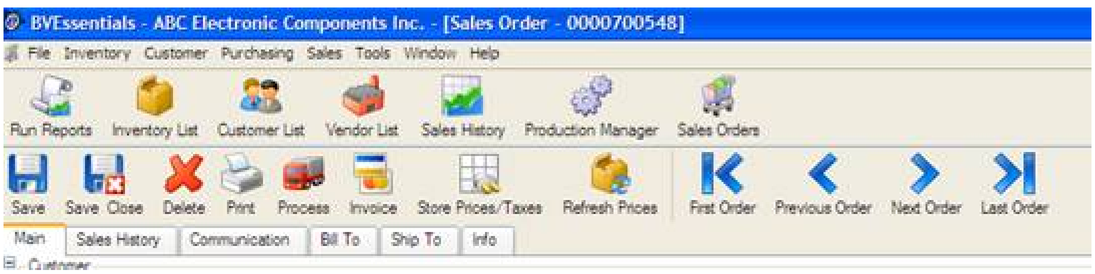
Create Batch – Allows the user to create a new batch with the selected orders or a date range of orders

Remove from Batch – Allows the user to remove a Sales Order from a batch without opening the Sales Order

List Batches – Displays the list of batches not yet posted to BusinessVision

Sales Order Toolbar

The Sales Order Toolbar allows the user to handle orders with ease.



Sales Order Window

Icon	Description
	**Save** – Saves the sales order and leaves it open on the desktop for further activity
	**Save Close** – Saves the sales order and closes the screen; the desktop is reset back to the Sales Orders List
	**Delete** – Deletes the sales order, if the user has permission to do so
	**Print** – Opens a dialogue box with a list of Sales Order reports
	**Process** – Does three tasks 1. Sets status to "Processed" 2. Prints reports for shipper to pick order 3. Checks the customer credit limit (an optional setting in

Company Set up)

Invoice – opens up a dialogue asking whether to place on customers account or edit the payment. Also allows user to print reports

Store Prices and Taxes – Updates the price matrix and tax tables with the current prices

Refresh Prices – Recalculates the order with the most current prices that the customer qualifies for.

Creating a New Sales Order

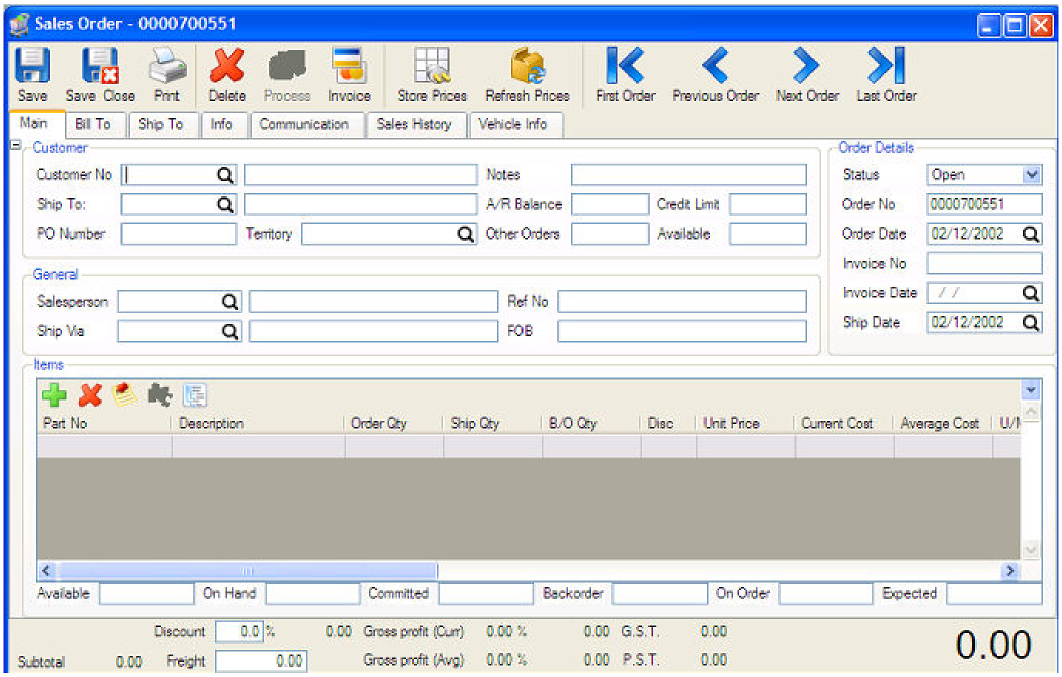
Creating a New Sales Order

The Sales Order list opens by default when the user logs into BVEssentials. A few other defaults come with the user login, such as the default location *(see Getting Started, Company Setup, General Ledger, Location segment)*, warehouse are loaded.

To create a new sales order

1. Click **New Order** icon

The Sales Order Entry window will open



BVEssentials>Sales Order Entry Window

Main Tab

Main Tab

The Main tab contains the header information such as the Customer, their PO Number (if provided), Terms, Shipping Method and Date, in addition to the items or parts ordered.

The only fields required to make a unique new sales order are the Order Number and the Customer. Once these fields have been populated, the order can be saved and revisited at a later time.

1. Select the **Customer** from the *Customer* lookup

2. Press **<Enter>** to select the **Customer** from the list

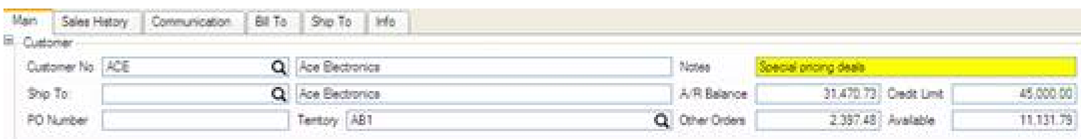
Or

Any of the following:

a. Enter a Customer Code
b. Enter a Ship to Code in the Ship To field
c. Enter a Name in the Ship To field
d. Enter a Phone Number with area code in to the Ship To Field
e. Look up a Ship To, and if a Customer is not selected, then all addresses will be displayed.

3. The **Customer Name** will be automatically filled in

4. The **Note** field will be highlighted and automatically filled in with the note that exists on the customer's record.



Sales Order>Customer Section

5. Select the **Ship To** address from the Ship To lookup

   The name of the address selected in the Ship To lookup will be displayed beside it.
   Note: This can be done in place of selecting a Customer from the lookup when the order is created.

6. Enter the **PO Number**, if applicable

7. The **Territory** field is automatically populated by the territory specified in the Customer address record. It can be over-ridden at the time of order entry.

8. **A/R Balance** is a dynamic field that is populated by the system and reflects the value of all unpaid invoices.

9. **Credit limit** is automatically populated by the Credit limit set in the Customer record. If the user has been granted permission to do so, they can over-ride the credit limit to allow an order to be processed.

10. **Other Orders** is automatically populated by the total of all Orders entered and saved, that have not yet been posted to the General Ledger

11. **Available** is automatically populated by the system, displaying the difference between the **Credit Limit** and the **A/R Balance** and the **Other Orders** values.

If the **Available** amount is negative, the customer has exceeded their credit limit and the **Available** field is highlighted in red.

General Section

The General section of the Main tab contains the Salesperson, FOB, and Ref No Fields.

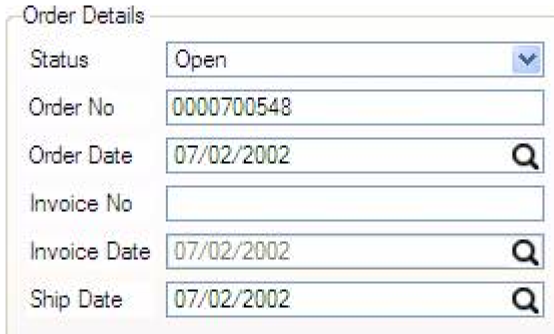
1. Select the **Salesperson** from the Salesperson lookup. It will default to the salesperson assigned to the Customer Master record, but can be changed for the Sales Order

2. The **Name** of the Salesperson will be displayed next to the Salesperson

3. Enter **FOB/Ref #** with the FOB origin or waybill number or other relevant reference number

Order Details Section

The Order Status section contains the Status, Order Number, Order Date, Invoice No, Invoice Date and Ship Date fields on the right side of the Main Tab.



1. The **Status** field defaults to “Open” but can be changed

   There are 5 different status types for an order. A description of each status has been detailed in the table below for easy reference.

Status	**Description**
Open	An order that is incomplete, has not yet been processed, it may be assigned to a batch awaiting posting; it has not been invoiced.
Hold	An order that has been created, either manually or by the system, but is not available for editing or processing until the hold flag has been removed and the order released. It can be opened in Read-Only mode.
Standing	An order that remains in the system as an order even after invoicing. In essence it is a recurring order that is required on a regular basis. ***Note:*** *Standing Orders that contain items with serial or lot numbers will require manual entry of those numbers. The system does not automatically list them from those available in inventory*
Booking	A booking is similar to a quote in that the items are not committed. A booking is unique in that it can be changed to open and commit the items in inventory and then be changed back to booking which will then release the items. Typically a booking order is one that is placed for product months in advance of when the customer wants delivery. An example of that is a seasonal industry like a nursery. They book

all their products in the fall for delivery in the spring in time for planting season.

Closed An order is assigned the status of Closed once it has been invoiced

Note: A sales order placed on hold is different from a customer being flagged on hold. A sales order on hold can not be processed until its hold is removed.

A customer cannot place an order until the customer has been released from being on hold. The customer hold is usually due to non-payment or over credit limit issues.

2. The **Order No** is automatically populated by the system based upon the system setup.

3. The **Order Date** defaults to today's date, but can be over ridden at the time of order entry.

4. Enter the Invoice No

   Note: The Invoice No will be automatically populated if the option for automatic invoice numbering has been selected in BVEssentials setup.

5. The **Invoice Date** defaults to today's date, but can be over-ridden at the time of order entry depending upon the settings in Company Set up

6. Select the **Ship Date** from the *Ship Date* lookup

The default is today's date or the number of days defined in BVEssentials Sales Order Setup.

Placing an Order on Hold

An order can be placed on hold by changing the status of the order to hold.

1. Go to **Status** dropdown

2. Select **Hold** from the list

3. Press **<tab>** to leave the field.

The status will still display the status as “open”, though the order has been placed on hold.

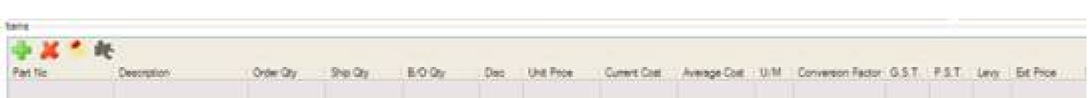
Though the order looks like it is open and available for editing, when you attempt to edit the order a dialogue window opens advising that the order has been placed on hold. The user has the option to read the order and not make changes, or to remove the hold and be able to modify the order.

When the Sales Order list is displayed, any order that had been placed on hold has its **status** highlighted in red to make it easy to identify.

Sales Order List - Order on Hold (red)

Item Section

The Item Details section contains all the items for the order and the applicable pricing, levy, surcharges, taxes etc for each line item.



Entering Items into the Items Detail Grid

1. Select the **Part No** from the Inventory lookup

   The **Description** will automatically be populated.

   Or

   Type a Part Number into the **Part No** field

   Or

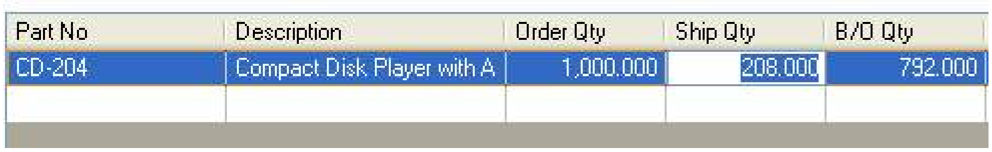
   Leave the Part No field blank, press insert to enter a comment line into the description field

2. Enter **Order Qty**

   If there is insufficient stock on hand, a warning dialogue will open explaining that there is insufficient stock and that some have been back ordered, if that option has been selected in Company Set up.

3. The **Ship Qty** defaults to the Order Qty value.

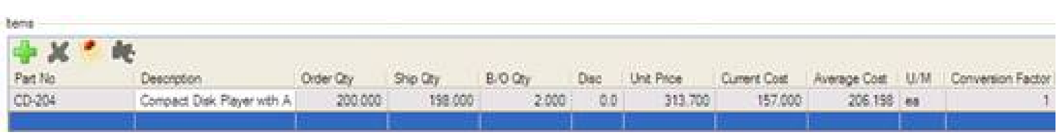
   If the warning dialogue about insufficient stock appears, the available quantity on hand will populate the Ship Qty field. The shortage will populate the B/O Qty field.



   The **Ship Qty** can be edited to a lesser number and the **B/O Qty** field will *dynamically update* with the change once the focus has moved from the Ship Qty field. It is also possible to zero the **B/O Qty** field indicating that backorders will never be shipped.

4. Enter **Discount** if one is applicable.

   This is specific to the line item, not the entire order. It will be applied to the lowest price available for the item to this customer.



5. The **Unit Price** will be populated by the best price match found for this customer. Pricing will be covered in the section on *Pricing Variables*

6. **Current Cost** displays the current cost price (last received price) of the item. **Cost** can be edited on the order entry screen by a user with permission, but it is not recommended.

7. **Average Cost** displays the average cost of the item. The cost of the items will fluctuate over time and the Average Cost is automatically calculated for the item from the first receipt to the most recent one. It is not editable.

8. **U/M** is the unit of measure the item is sold in

9. **Conversion Factor** is the conversion factor for converting the unit of measure the item was purchased in to the unit of measure it is sold in.

   Example

   Speaker wire is purchased by the case. It is sold by the roll. There are 12 rolls in a case. The conversion factor is 12:1.

Taxes and Levy

Tax 1 and Tax 2 are marked by the system, based upon the customer and inventory settings. They can be changed.

The **Levy** field will be populated “Yes” if a levy has been assigned to this item. Levies can be assigned either as a flat fee or a percentage of the extended price, depending on how the levy was defined.

Example

An environmental levy has been assigned to the speaker paint. It is a flat fee of 2.50 for each tin. One tin is ordered. The Levy field would display “yes”, the Ext Price would be $10.00, and the Ext Levy would be $2.50. The levy of $2.50 will be added to the line total.

If the same environmental levy was a percentage of 2.5% instead of a flat fee of $2.50, the same scenario would look like this:

Paint is $10.00 per tin, one tin is sold; Levy displays “yes”. Ext Price is $10.00 and the Ext Levy is $0.25. The levy of $0.25 will be added to the line total.

Margins

The Margin fields display in percentage, not dollars.

G.S.T.	P.S.T.	Levy	Ext Price	Ext Levy	Margin (Cur)	Margin (Avg)	Employee	Employee Name	Created By	Edited By	Location
☑	☑		62,112.60	0.00	49.95	34.27			BV*	BV*	Row23

The **Margin (Cur)** field displays the current margin based on the Current Cost and the Unit Price.

Margin = Selling Price - Current Cost Price/Selling Price x 100

The **Margin (Ave)** field displays the average margin based on the Average Cost and the Unit Price.

Margin = Selling Price - Average Cost Price/ Selling Price x 100

Employee

1. Enter the **Employee Number** to track it on the line item

   The **Employee Name** will be automatically populated

Entering the Employee is valuable when line by line tracking is required, especially when it is important to track services. The system does not automatically populate the employee field, it is manually entered for each line where required.

Creator

The Creator is the user that created the sales order. It is not editable.

Editor

The Editor is the user that last edited the order. It is not editable.

Item Detail Footer

The item detail footer is located just below the line items. It displays the Available, On Hand, Committed, and Backorder quantities. In addition it also displays the quantity On Order and the Expected arrival date. The information is displayed for each line item, when the line is in focus.

Sales Order Footer

The Sales Order Footer is displayed below the Item Detail Footer and displays an assortment of information about the order such as Discount on the order, Freight, Gross Profits (current and average), Taxes and the order Total. It is always visible, even when the user is in the Shipping, Sales History or Communications Tabs.

Discount Percentage
The Discount Percentage is the discount percentage to be applied to the subtotal of the entire order after the line item discount has been applied. If does not discount the Freight applied to the order. This is editable and typically applied by the user that has permission to enter discounts.

Freight
The Freight is the cost of shipping the products to the customer. This field is usually manually entered by the user or calculated by the system as set up in BusinessVision System setup and **Ship VIA Codes.**

Gross Profit
The Gross Profit (Cur) and (Ave) Percentages are based on the selling price of the item, less the current and average costs of the item, less any discounts for the item. The Freight is not included in the calculation.

Taxes
The Taxes displayed show each tax charged on this order, based on the customer and inventory tax settings.

Order Total
The Order Total is displayed in very large numbers in the bottom right hand corner of the Sales Order.

Sales History Tab

Sales History Tab

The Sales History tab defaults to the “Invoice” view (unless "Details" was clicked the last time the screen was displayed). This mode lists all of the invoices that have been processed for this customer.

The Invoice Details Mode will display a list of all the items this customer has ordered, grouped together in alphabetical order of the part number as the default. Other columns can be used to sort the data as well, such as date or description, simply by clicking on the grey column header to change from the default.

The “Show Order Items Only” option enables the user to see the sales history for only the items that are on this order. It is very helpful to be able to see and compare the past prices for the items being sold on this order.

Communications Tab

Communications Tab

Please refer to the section on the Communications function.

Shipping and Customer Tab

Shipping and Customer Tab

The Shipping and Customer tab contains shipping instructions for the order. In the event that a customer has a different “bill to” code or location set up in the customer record, that information is displayed automatically in this section.

The user can manually enter a ship to location.

The contact information is contained in this area for reference. The customer A/R balances are also displayed in this section.

Saving the Sales Order

Saving the Sales Order

To save the Sales Order

1. Click **Save**

The order remains in the window, but all the data up to this point has been saved on this order.

Or

Click **Save Close**

The Order will be saved and the data entry form will close, placing the user back at the Sales Order List.

Payment Methods

Payment Methods

1. Click **Invoice** icon (or press **F5**) to complete the transaction

2. Select **On Account** if the customer has sufficient credit and wishes to put the order on account.

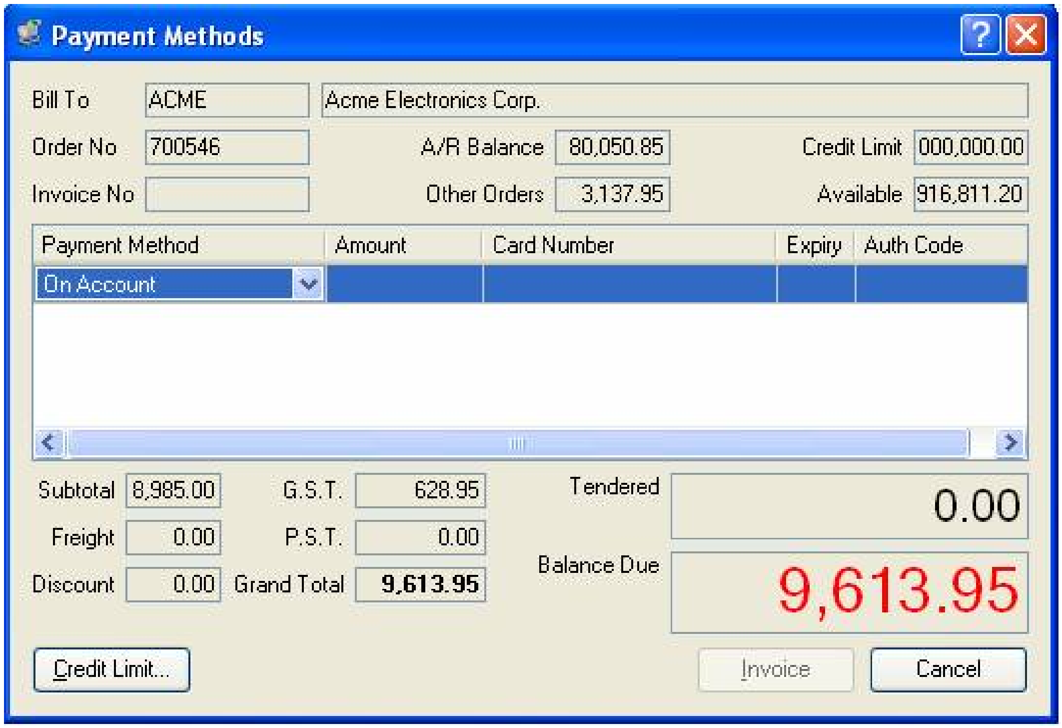
   If the customer has sufficient credit, the order is closed and the user is prompted to print an invoice.

   If the customer does not have sufficient credit to cover the cost of the order, the **Edit Payment** window will open.

Note: *All Payment Methods that have been set up in BusinessVision are available in the payment window.*

3. Select **Edit Payment** if the customer does not have sufficient credit to cover the cost of the order.
   The Payment Method window opens

4. The default payment method in the grid is "On Account". If the customer wishes to put part of the order on account, enter the amount in the Amount field.



5. Press **<Tab>** to save the amount and create the next line.

6. Select a **credit card** from the drop down list, or type the first letter (such as "V" for Visa)

7. Press **<Tab>**

8. Enter the **Amount** in the Amount Field

9. Enter the **Card Number** in the Card Number field

10. Enter the **Expiry Date** in the Expiry Field

11. Enter the **Authorization number** in the Auth Code field.

    Repeat steps 20 to 25 if more than one credit card is used.
    The balance Owing should now be at zero and the **Invoice** button active.

12. Click Invoice

13. A window opens with a list of reports that are available for printing. Select the desired report (Invoice) and select Print.

14. The sales transaction is now completed and the order window closes.

Increasing Customers Credit Limit

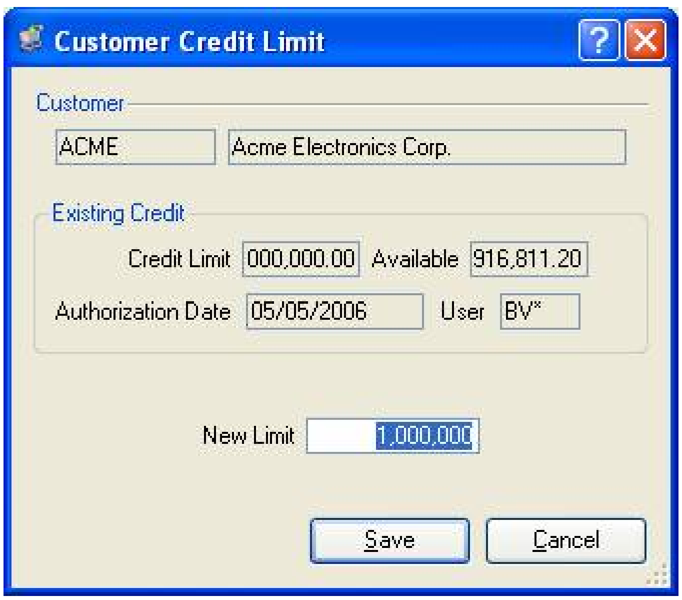
Increasing the Customers Credit Limit

The customers credit limit can be increased by a supervisor (or user who has permission set to do this) during the payment method selection.

From the Payment Method Window

1. Click **Credit Limit** button

   The Customer Credit Limit window opens.



2. Enter the new credit limit into the **New Limit** field
3. Click **Save** to save the change and update the customer record.
4. Select **On Account** and enter the amount of the order into the Amount Field.
5. The balance becomes zero and the **Invoice** button active.
6. Click **Invoice** to print an invoice of the transaction.

7. The order is complete and the user will be returned to the Sales Order List

***Note:** If the current user does not have the permissions set to allow them to increase a credit limit, then a window will open asking for the UserID and Password of a user that does have the permission to increase credit limits.*

Quotes

Quotes

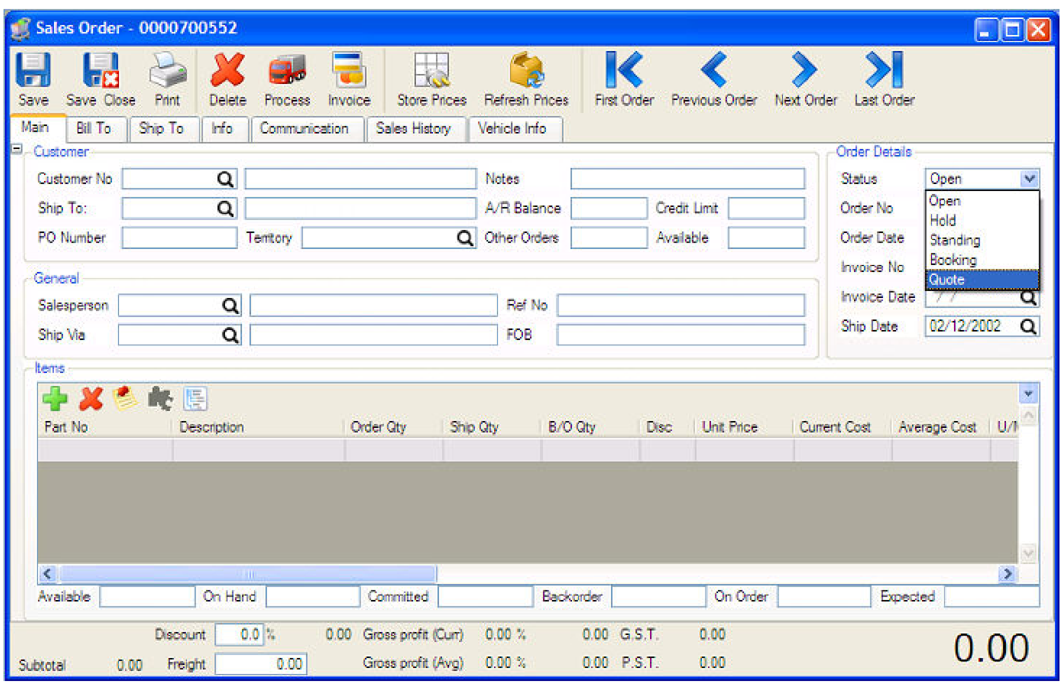
Quotes are different from sales orders in that quotes are an estimate of goods and services and do not commit the items from inventory.

Quotes can be turned into an order by changing the status, but once changed to an order, it cannot be returned to quote status.

Creating a Quote

From the Sales Order List desktop,

1. Click **New**



2. Change **Status** to *Quote*

3. Complete the quote by selecting the customer and entering the appropriate billing, shipping and item details

4. Finish entering the details of the quote, selecting items, entering prices, in the same manner as a Sales Order

5. Click **Save** or **Save Close**

Changing a Quote to an Order

To change a Quote to an Order from the Sales Order List desktop

1. Double click the appropriate **Quote** to open it

   Or

   Highlight the **Quote** and click **Edit**

2. Change **Status** from *Quote to Order*

3. Click **Save** or **Save Close**

Note: *Once the quote changes to order status, the items on the order will be committed in inventory or be back ordered*.

Deleting a Quote

To delete a quote from the Sales Order List

1. Highlight the appropriate **Quote** in the Sales Order List

2. Click **Delete** from the *Sales Orders Toolbar*

   The record will be deleted.

Standing Orders

Standing Orders

A Standing Order remains in the system as a Standing Order even after the order has been invoiced. Rather than manually entering the same order on a regular

basis, a standing order eliminates the repeated entry of the same order over and over again. This can be especially useful for Customers that have recurring or monthly orders.

Creating a Standing Order

From the Sales Order List

1. Click **New Order**
2. Change **Status** to *Standing*
3. Complete the **Standing Order** by selecting the Customer and entering the appropriate billing, shipping and item details
4. Click **Save** or **Save Close**

The Standing Order will be processed and invoiced in the same manner as a Sales Order, but it will remain in the Sales Order List even after it has been posted. Each time the order is posted, the invoice number is cleared from the Standing Order so that it is ready to be assigned a new invoice number the next time the order is invoiced.

Booking Orders

Booking Orders

A Booking order is similar to a Quote in that it does not commit items from inventory. Primarily a booking order is used to place a tentative order for a date in the future.

Example

Teddies Wholesale Nursery sells to landscapers, designers and to the public. During the winter months, there is very little activity for outdoor gardening and landscaping. The typical operating season for them is late February through the end of September.

Their customers place booking orders with them in November for seed and soils to be delivered in February and March. Teddies Wholesale Nursery then places orders with their suppliers to ensure there is sufficient product on hand at the beginning of the season to meet the orders placed by their customers.

By doing this, Teddies Wholesale Nursery knows in advance what they will be receiving and their suppliers can order from their sources or create the product to meet the booking orders made by their customers.

As the booking orders are placed several months or a season in advance, the items are not committed from inventory until the booking order has been changed to an order. This is important as it leaves inventory available to be sold to other customers in the meantime, rather than being committed and still sitting in the warehouse for months.

Booking orders can also be partially shipped and will remain as a booking order until all items have been shipped. Booking orders can also be changed to an order and if required, back to a booking order without losing any of the data associated with the record.

POS (POINT OF SALE)

POS (POINT OF SALE)

In addition to the Sales Manager, BVEssentials also contains a component called Point of Sale or POS for short. Typically POS is used by a company that requires a simple and fast method of data entry. This is siilar to a cashier and till situations. POS fully supports Bar Code Scanning.

POS does not eliminate the option of using the Sales Order entry screens to enter an order if the user wishes to do so. Either way will allow the user to enter an order and process or pay for it depending on their assigned priority level.

POS Setup

POS is configured during the BVEssentials set up. The “Always Show Customer Dialogue” flag determines whether the user will be doing primarily cash sales or will need to select a customer from the customer list.

For companies with users that will only be doing cash sales, the Customer dialogue flag is left unmarked. However it will open the very first time the POS screen is activated. The user will need to select a defined “CASH” customer and mark the “default to this customer” flag in the dialogue window. The next time they go to the POS screen all they will see is the grid to add items purchased, as the customer is “CASH” by default.

Note: *These settings are not global. They are specific to the workstation and the user signed in to it.*

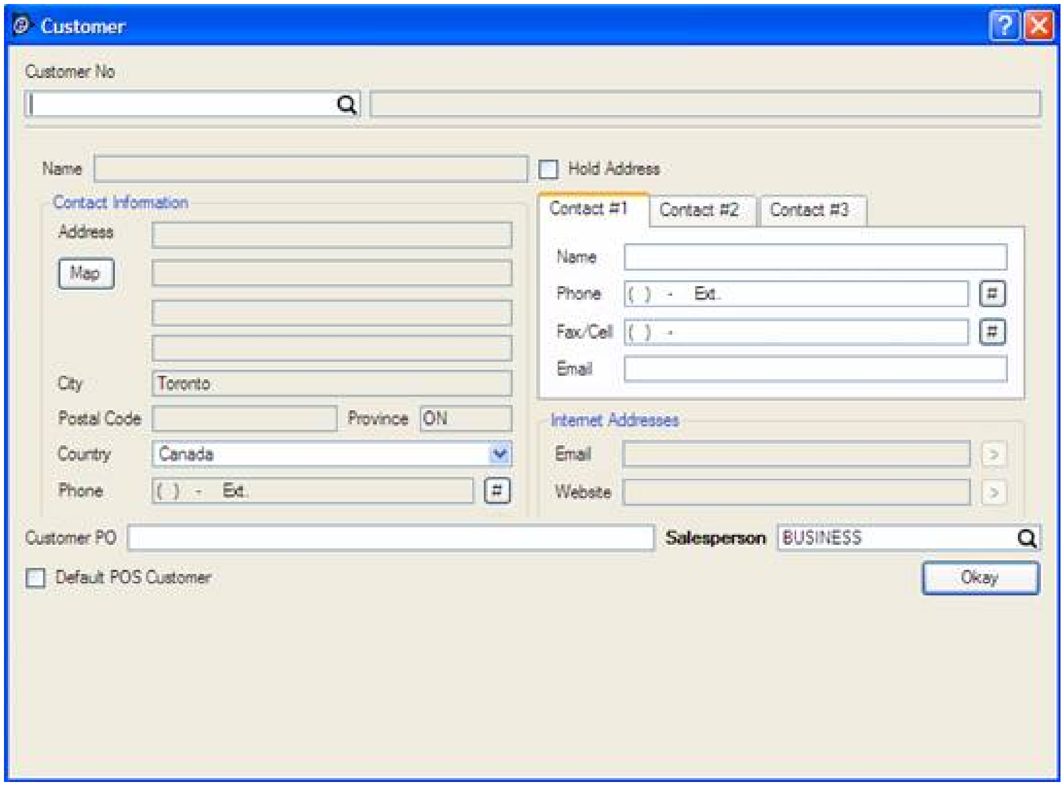
Conversely where the user is not doing cash sales, the Customer dialogue flag needs to be marked so the user is prompted to select a customer from the customer list every time the POS screen is activated.

Accessing POS Screen (with Customer Flag turned on)

From the BVEssentials Sales Manager List,

1. Select **Sales** from the menu
2. Select **POS Screen**

    The POS Customer window will open



3. Select the **Customer** from the customer lookup (All of the customer record data will populate the fields.)

4. Enter the **Customer PO** (if applicable)

5. Select Territory/Salesperson

   Note: *This will be bolded if the option to "Validate Salesperson/Territory" flag has been marked in BVEssentials Set Up. It is bolded to remind the user that it is a required field and must be populated before they can exit the window.*

6. Mark **Default POS Customer** (if applicable)

   Marking this flag will tag the customer displayed as the default customer every time the POS Screen opens. This is useful if the customer selected is CASH and no other information is required.

   Note1: *If a customer is tagged this way, the Territory/Salesperson field does not need to be populated and will not be bolded.*

Note2: *This screen can also be opened by clicking on the Customer icon in POS or pressing F3.*

7. Click **Okay**

8. **Scan** the item (If using bar codes and scanner)

   Note: *If using a scanner, repeat this step for all items in the order and then go to step 15 to complete the transaction.*

   Or

   Click **Inventory Lookup** icon (F9)

   Or

   Double click the **first row in the part grid**

   Or

   Click **Edit Item** icon (F4)

9. Select the **Item** from the inventory List

10. Enter the **Quantity** (default is 1.00)

11. Enter the **Discount** (if applicable to the line item)

12. Update the **Price** (if applicable, otherwise leave the defaulted value, it is the lowest price for this specific customer)

    Note: *Step 11 and 12 are not required if using default discounts and pricing.*

13. Click **Close**

14. **Scan** another item

    Or

    Press **F4** or **F9** to add another item

15. Click **Invoice/Tender** icon (or **F5**) to complete the transaction

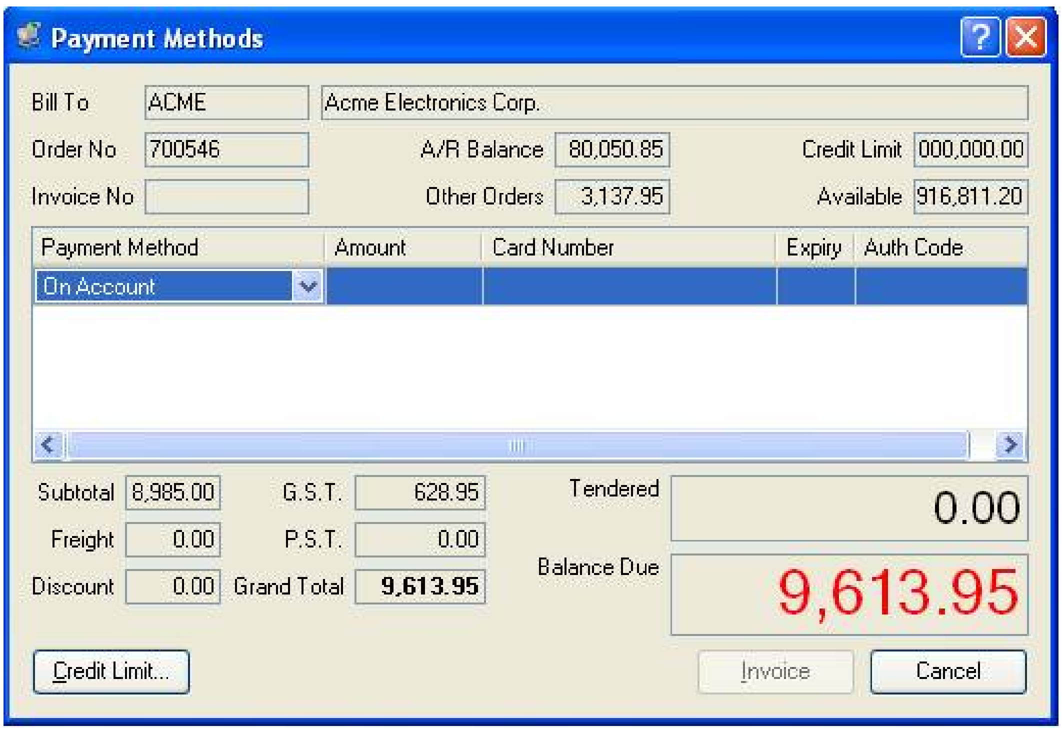
16. Select **On Account** if the customer has sufficient credit and wishes to put the order on account.

    If the customer has sufficient credit, the order is processed and the user is prompted to print an invoice.

If the customer does not have sufficient credit to cover the cost of the order, the **Edit Payment** window will open.

17. Select **Edit Payment** if the customer does not have sufficient credit to cover the cost of the order.
    The Payment Method window opens

18. The default payment method in the grid is "On Account". If the customer wishes to put part of the order on account, enter the amount in the Amount field.



19. Press **<Tab>** to save the amount and create the next line.

20. Select an option from the Payment Method drop down list, or type the first letter

21. Press **<Tab>**

22. Enter the **Amount** in the Amount field

23. Enter the **Card Number** in the Card Number field (if applicable)

24. Enter the **Expiry Date** in the Expiry field (if applicable)

25. Enter the **Authorization Number** in the Auth Code field. (if applicable)

Repeat steps 20 to 25 if more than one credit card is used. The Balance Owing should now be at zero and the **Invoice** button active.

26. Click **Invoice**

    A window opens asking if you wish to post to BusinessVision or save for batching (this depends on which batching option has been set in BVEssentials Company Set up). Please refer to the section on Batching for more information.

27. Select the desired report (Invoice) and select Print.

28. The sales transaction is now complete and the order window closes.

Increasing the Customers Credit Limit

The customers credit limit can be increased by a supervisor (user permission must be set to allow increasing the credit limits) during the payment method selection.

In place of selecting a credit card,

1. Click **Credit Limit** button at the bottom left of the window

    The Customer Credit Limit window opens.

2. Enter the new credit limit into the **New Limit** field

3. Click **Save** to save the change and update the customer record.

4. Select **On Account** and enter the amount of the order into the Amount field.

5. The balance becomes zero and the **Invoice** button becomes active.

Switching between POS Screen and Sales Order Entry

The POS screen is a very quick and easy way to scan or manually enter items into an order if the user does not have to make adjustments to quantities or pricing.

However, sometimes it is necessary to take an order that has already been scanned and make an adjustment that is not available on the POS Screen.

This is very easy to do with a simple click of a button.

From the POS Screen

1. Click **Order Entry** icon or press **F6** to display order in the full order entry screen.

2. Continue entering or modifying the order.

Changing back to POS Screen

To Change back to the POS screen with the changes (if necessary)

1. Click **"X"** in the top right corner of the title bar to close the full order entry screen.

2. Continue filling out the order in POS

3. Complete the order as described in the previous section.

Changing Customers in POS

Typically a company will set up a default Cash Account for all customers that do not have an account or do business with them very often.

From the POS Screen

1. A default Customer populates the Customer field
2. Press F3 to open the Customer List.
3. Select the appropriate Customer.

Note: *This also works in reverse. A customer has been selected and they do not want a receipt. Press F3 and find the CASH customer and finish the order.*

PRICING

Sage Pricing Overview

Basic Pricing Variables (Overview)

Sage BusinessVision Pricing (Standard)

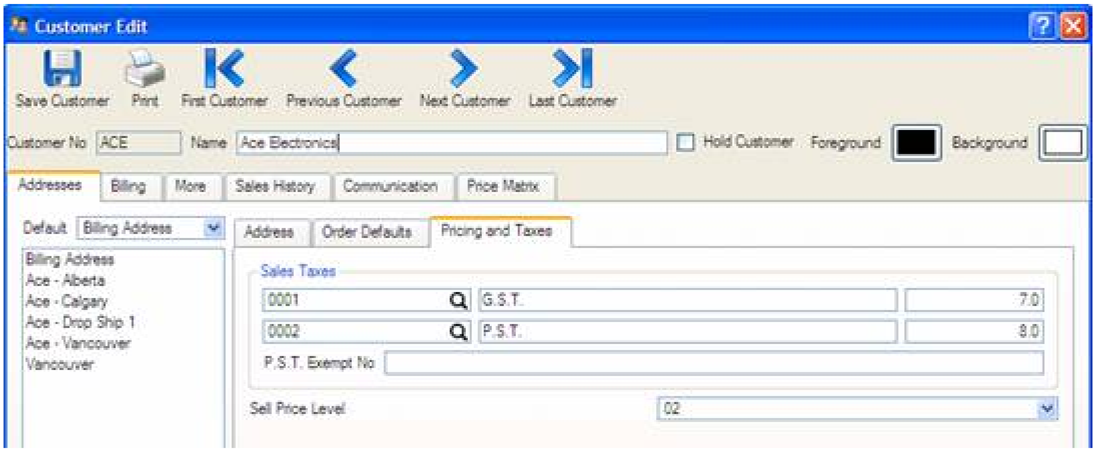
Some companies do not require complex pricing matrixes. The options provided within BusinessVision may adequately meet their needs. For convenience, BusinessVision pricing and BVEssentials will be mentioned in this chapter

The ways in which pricing is handled within BusinessVision are

- Price Discount Codes
- Discount Percentage
- Price Levels
- Customer Specific Pricing (requires Custom Pack)

The Customer Record

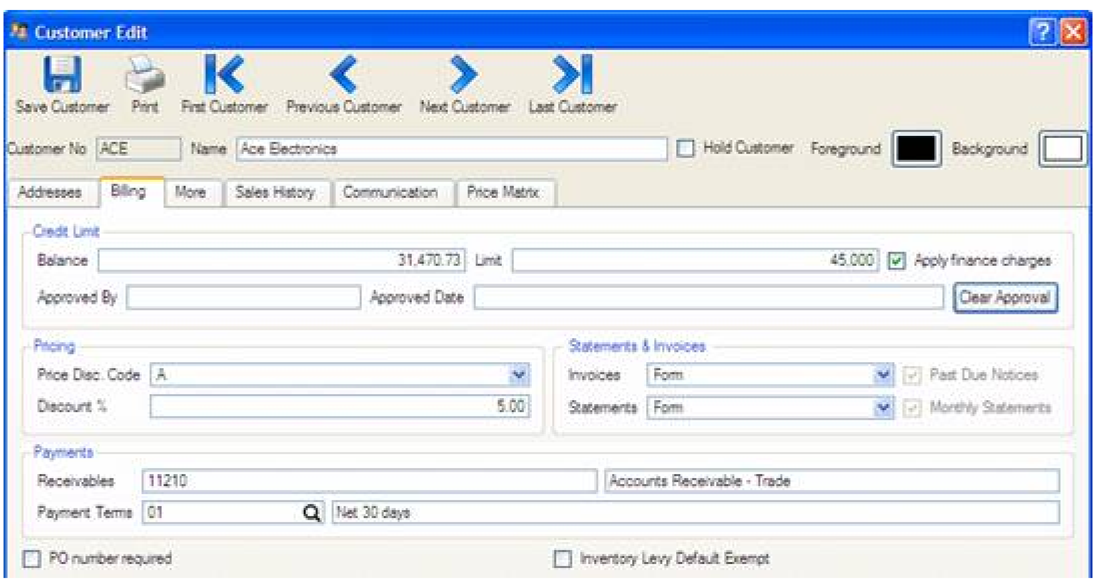
The Customer record contains a few fields that provide the option for customer specific pricing.



BVEssentials>Customer Edit>Addresses Tab>Pricing and Taxes

Sell Price Levels

This is a pull down field with values from 01 - 20. This is a price level that is assigned to this customer that corresponds to the same value in the Selling Price level in Inventory Details in BusinessVision. Further detail about the Selling Price Level in Inventory is found in the Inventory Record section below.



Price Discount Code and Discount %

Price Discount Code

The Price Discount Code and Discount % fields are located in the middle of the Billing tab of the Customer record.

The Price Discount Code is a pull down field with values of blank, A, B, C and D. Blank means that regular pricing applies; there is no special pricing discount for this customer; A, B, C and D assigns a different discount level to the customer for a product code.

Product codes are assigned to inventory items and price discount codes are related to Product codes. Both are displayed in the Price Discount Matrix.

Price Discount Codes and Product Codes must be set up in BusinessVision. The outcome or discounted price is displayed by BVEssentials in the BVEssentials Sales Order, but are not honored in BVEssentials pricing calculations.

Refer to BusinessVision Documentation on Inventory Details and the Price Discount Matrix.

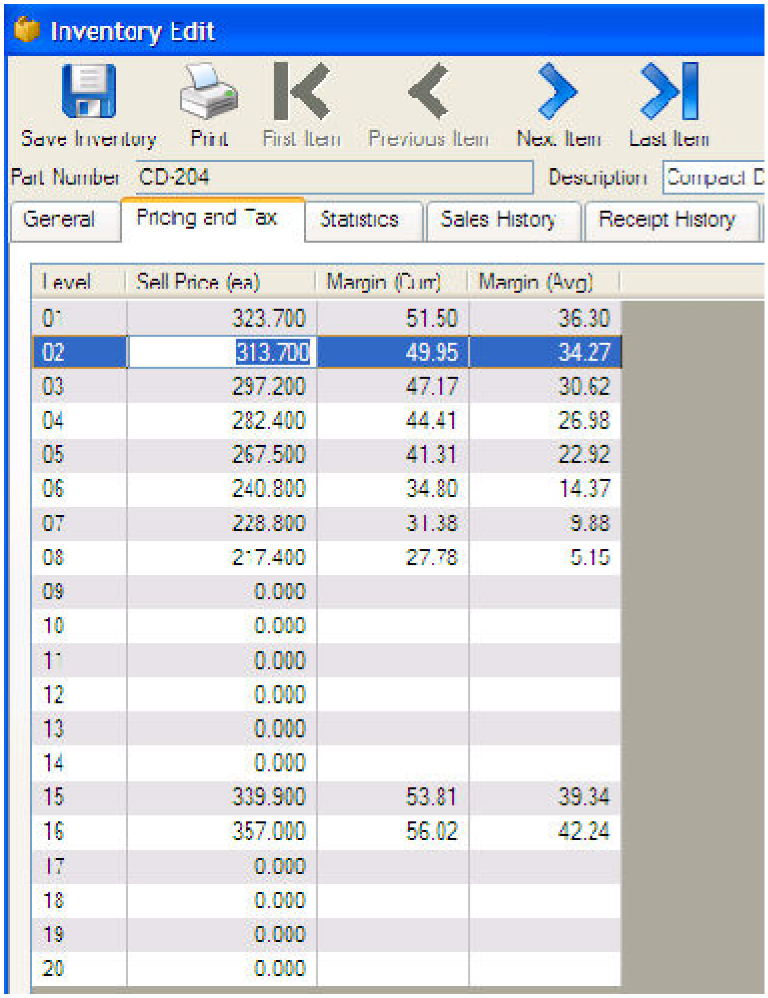
Discount Percentage

Discount Percentage is the percentage assigned to a customer and usually only used if the customer regularly gets a discount on all purchases. It applies to all items the customer purchases. The value entered on the Customer record in BVEssentials references the same field in BusinessVision; so a value can be entered in BVEssentials and is functional with BusinessVision Pricing rules.

The Inventory Record

Selling Price or Price Level

Selling Price is defined on the Inventory Detail record. There can be up to 20 different selling prices for the item and they can be in more than one currency (if the multi-currency module has been purchased). A customer assigned a selling price or price level 2 gives them a different price than customers assigned a price level of 1 would receive.



Level	Sell Price (ea)	Margin (Curr)	Margin (Avg)
01	323.700	51.50	36.30
02	313.700	49.95	34.27
03	297.200	47.17	30.62
04	282.400	44.41	26.98
05	267.500	41.31	22.92
06	240.800	34.80	14.37
07	228.800	31.38	9.88
08	217.400	27.78	5.15
09	0.000		
10	0.000		
11	0.000		
12	0.000		
13	0.000		
14	0.000		
15	339.900	53.81	39.34
16	357.000	56.02	42.24
17	0.000		
18	0.000		
19	0.000		
20	0.000		

Refer to BusinessVision documentation on Inventory Details, Selling price for more information on setting up Inventory item pricing.

Sage BusinessVision Pricing (Custom Pack)

Customer Specific Pricing

Customer Specific Pricing is only available to customers that have purchased the BusinessVision Custom Pack.

Please refer to the BusinessVision documentation for Custom Pack, Customer Specific Pricing for more details.

BVEssentials Pricing

BVEssentials Pricing

The Customer Specific Pricing, Price Levels and Price Discount that is available in BusinessVision are the variables supported by BVEssentials. The Price Levels and Price Discount options can be configured on the Customer Record in BVEssentials. BusinessVision Customer Specific Pricing must be set up in BusinessVision. However, it is recommended that all pricing be set up in BVEssentials Price Matrix as it is very powerful and allows for greater flexibility.

The Price Discount Code (A, B, C, D) pricing is not supported in BVEssentials.

In its place, BVEssentials does provide a more comprehensive method of pricing through its Price Matrix linked to Inventory Items and Customers.

Price Matrix Overview

BVEssentials “scores” the different variables available in the Price Matrix. Using this method it provides the option to find the best price for the customer and item. The “Match Lowest Price in Price Matrix” option is found in BVEssentials Sales Order set up. Please refer to *Chapter 2 Setting Up BVEssentials* for more information.

The Price Matrix can be accessed from three different locations and viewed in two different perspectives.

1. Access through the customer record provides a view of all special pricing for this specific customer.

2. Accessing the price matrix through the inventory item provides a view of all customers that have special pricing for the item.

3. Accessing the price matrix from the Inventory menu; provides the user with the option of choosing which records they would like displayed with the use of the filter.

It is all the same data, each displayed from a different perspective.

Pricing Variables

Customer Record Basic Pricing Variables

The Customer record has three fields it uses and /or supports for basic pricing on the Addresses>Pricing and Taxes tab and the Billing tab.

Discount (BusinessVision)

The discount is the flat percentage that is applied to the entire sales order (not including taxes or freight). It calculates the price by applying the discount to the Sell price level that is assigned to this customer.

Sell Price Level (BusinessVision)

The Sell Level Price is the price level assigned to this customer overall. Level 01 is the default and is for those customers that do not get discount pricing on their purchases regularly.

Margin (BVEssentials)

A margin percentage can be assigned to a customer so that their pricing of all items will be that percentage over the current cost of the item.

Example

Widget100 has a current cost of $8.00 CAD. Its regular sell price is $12.50 CAD. Customer Joey Baltimore purchases it for 20% margin. In this instance he will pay $9.60 instead of the sell price of $12.50.

The current cost of the Widget100 increases to $9.00 CAD, but the company has decided not to raise its selling prices.

However, customer Joe Baltimore will pay more because his pricing changes with the cost, not the list price. In this instance he will now pay $10.80 for the Widget100, which still remains less than the list price of $12.50.

Conversely if there is a *significant reduction* in the cost of an item, it will have an impact on the price that the item is sold to this customer.

Customer Record Price Matrix

The Price Matrix displayed in the Customer Record is shown from the Customer perspective. When the Price Matrix tab is open, the user has several filters for displaying the pricing records in the grid that apply to the customer. This can be very helpful when the customer has a significant number of special pricing records that apply to them. The user can easily view relevant pricing records rather than trying to find one specific record in a very long list.

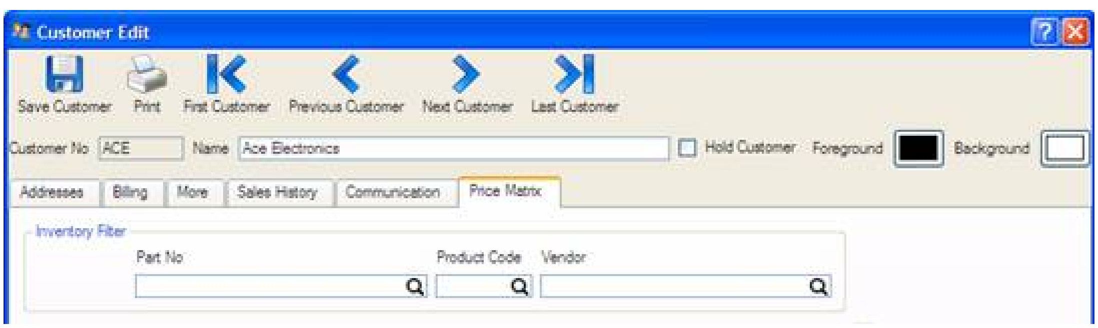
Pricing Matrix Filters

Inventory Filter

The Inventory Filter allows the user to display special prices based on the

1. Warehouse (multi-warehouse option only),
2. Part Number
3. Product Code
4. Vendor

Any combination of the four selections will display only those pricing records that match the criteria selected.



Warehouse (multi-warehouse configuration only)

This field only appears as a filter when the multi-warehouse option has been set up in BusinessVision. It will display all of the special pricing for items that have been stocked in that warehouse in the grid.

Part No

The Part No filter will display all the special pricing for the part for this customer. It makes it very easy to see the history of special pricing for this customer.

Product Code

The Product Code filter will display all the special pricing for the product code selected for this customer. It makes it very easy to see the history of special pricing for all items assigned to this product code group for this customer.

Vendor
The Vendor filter will display all the special pricing for items for this customer that were purchased from the vendor selected.

Pricing Filters

There is only one pricing filter and that is the Price Reason; the reason for the special pricing. Examples of that could be Case Lots, or an Anniversary Special, Competitor Pricing, etc.

Adding a special price to a customer record

To add a special price to a customer record

1. **Open** the customer record
2. Click **Add**

   The Inventory Price Matrix window will open

3. Select the **Part No**

   Or

   Select the **Product Code**

4. Enter the **Date Range** for the special pricing

   The Start date is the day the special pricing takes effect. If left blank, the system goes back to the beginning of time.

   The End date is the date the special pricing ends. If left blank, it goes on to infinity.

   Any sales orders that fall within the *start* and *end* dates specified will use the special pricing specified.

Price Break on Quantity

When a customer is required to purchase a minimum quantity before getting the special pricing

5. Enter **Minimum Quantity**

Note: *If the purpose of the special pricing are breaks on quantities, then multiple pricing records will need to be created for each one.*

Absolute Price

Absolute price is the price this customer is charged no matter what other pricing is available throughout the system. When this box is checked, then the system will not look for the lowest price available.

6. Mark **Absolute Pricing**

    Example

    ABC Electronics Company has made an agreement with their customer, Crazy Al that for the month of September, he pays $50 per Portable DVD player he purchases when he orders more than 10. The regular price for this item is $60.

    In the middle of September the selling price of Portable DVD players has dropped in line with an unexpected decrease in cost. The regular selling price of a portable DVD is now $47.50.

    Crazy Al will still pay $50 when he orders more than 10 on an order because the Absolute Pricing option is checked.

    However if Crazy Al only purchases 5 Portable DVD players, he will be charged the new lower price of $47.50 because he does not qualify for the "special price".

Pricing Methods

7. Select the **Pricing** method

    #### Price

    This is the flat rate the customer will be charged for the item. For example, the price of a DVD player for this customer is $60.

    #### Discount

    The discount specified is applied to the customer's price level (01 – 20). The discount is a percentage.

Example

The regular price (price level 01) of a DVD player is $60. Price level 02 is $55. Crazy Al is given a discount of 5%. His assigned price level is 02. His price will be $52.25 (55-5%).

Margin

The Margin is the percentage that will be applied to the **current cost** of the item.

Note: *This could have a significant impact on sales revenue if the price drops significantly, or there was a substantial amount of inventory remaining on hand before the shipment with the reduced cost was received.*

Example

There are 200 Widget100 in stock. Current cost is $5.00 each. Regular selling price is $10.00 each. Crazy Al has special pricing; he receives the Widget100 for 50% margin on the current cost on Tuesday this week ($7.50).

A new shipment of Widget100 has arrived and the current cost of them with this shipment is $4.00. Crazy Al places another order on Friday and this time he is charged $6.00.

The widgets do not have a significant cost price but if there was a large volume sold, like 100, the company could lose a potential $150 in revenue. The loss could be much greater if the cost of the item is significant, such as $1000.

Conversely, if it is expected that cost prices will increase, then using the margin method of pricing is very efficient.

8. Select the **Price Reason**

   Note: Price Reasons can be selected from the list or added on the fly.

9. Click **Save** to save the Price record

   It will be added to the Price Matrix grid for the customer.

Inventory Item Price Matrix

In BVEssentials an inventory Item record contains a tab called Price Matrix. Within that tab there are several filters that can be used to display special price records for the item.

Accessing the Price Matrix from the Menu

To access the price matrix from the menu bar

1. Go to the **Menu** bar

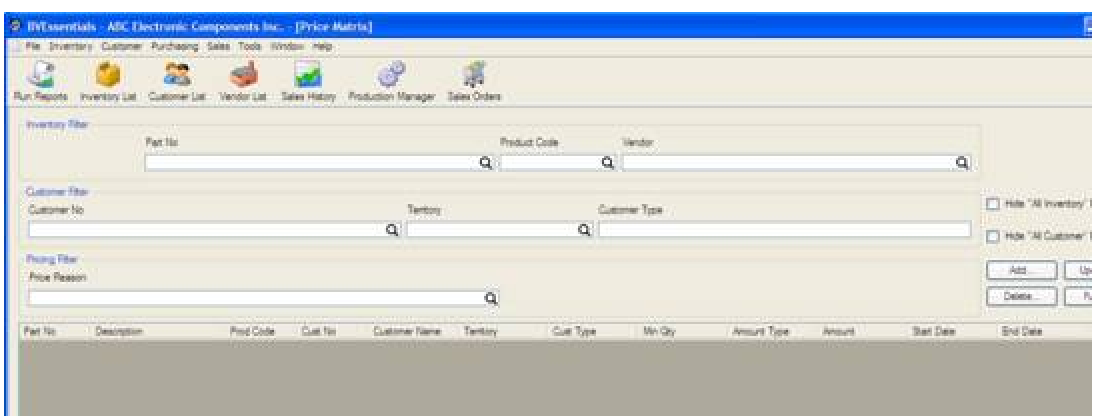
2. Click **Inventory**

   Or

   <ALT> + I

3. Select **Price Matrix**

   The Price matrix window will open.



The user has the option of selecting Inventory and/or Customer filters to narrow down their search for special pricing for a Customer or Item.

Previously, when adding a special price through the customer record, only the inventory fields were available for selection. Similarly when adding a special price from the inventory record, only the customer fields were available. In the Price Matrix perspective, both inventory and customer fields are available for selection.

The process for adding a special price records is the same as for adding one to an inventory or customer record.

Updating Prices in the Price Matrix

Prices can be updated very easily in the Price Matrix. This can be done from any of the three Price Matrix windows. The process is exactly the same in each window.

In the Price Matrix window

1. Set the filter to display only the records that require updating

   Example,

   Select a Vendor and a Product Code. Only the records for the specified vendor that has the specified product code will be displayed. This makes it easier to find records to be updated.

2. Highlight the record(s) to be updated

3. Click **Update**

   The Price Matrix Update window will open

4. Select the **Date Range** (if applicable)

   If a catalogue is being updated, new records can be created here by inserting a Start date so that they can be entered before they become effective.

   In this instance an End date would also need to be assigned to the existing price records so that there is no overlap of prices and dates.

5. Mark the appropriate **Adjustment Type**

   New
   Marking **New** will create a new record based on the item or customer, depending upon the option selected in the previous window.

While creating a new price record, the user needs to specify whether they will be using *Price, Discount* or *Margin* as the type of price to be assigned.

Amount Adjustment

Marking **Amount Adjustment** will update all of the records selected in the previous window. It will update the price currently assigned to the record and increase or decrease that value by the amount specified.

Percentage Adjustment

Marking **Percentage Adjustment** will update all of the records selected in the previous window. It will update the price currently assigned to the record and increase or decrease that value by the percentage specified

6. Enter the **Value** into the appropriate field.

   For convenience, only the value field that applies to the selected Adjustment type will be active

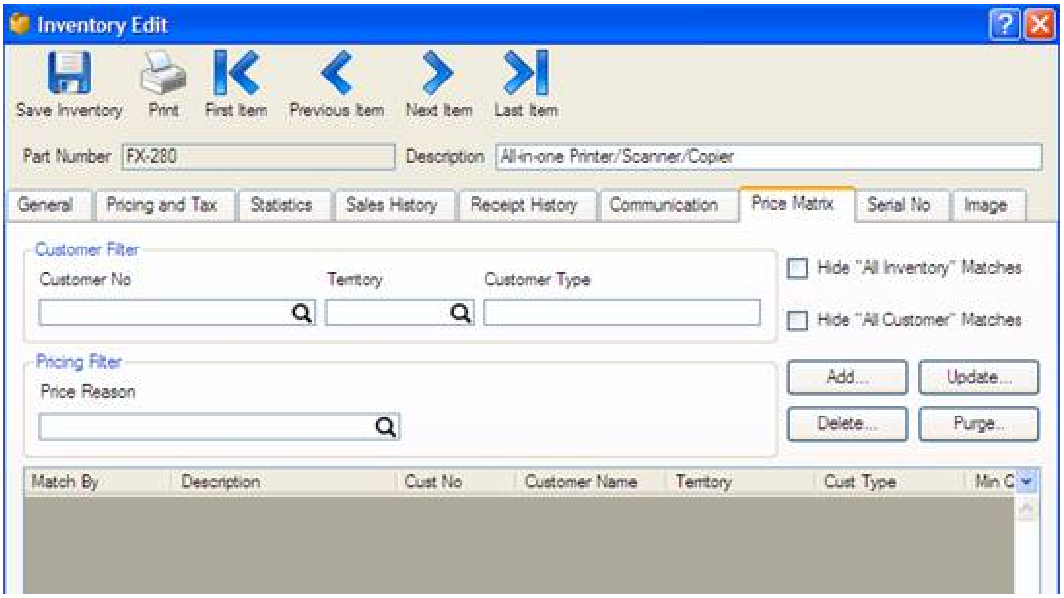
7. Click **Okay** to add or update the record(s).

8. Exit the Price Matrix window

Price Matrix Filters

This is very similar to the Price Matrix filters in the Customer record except it uses different fields for filtering.

1. Customer No
2. Territory
3. Customer type
4. Price Reason (same as in the Customer Record)



Inventory Price Matrix Variables

The Part No and Description are populated and grayed out as the item has already been defined.

Customer No

A special price can be assigned to a specific customer for this specific item.

Territory

Territories are assigned to a Customer record. Territories can be based on salespeople or geographical areas. Using this option for pricing allows the same price to be applied to all customers in a specified territory very easily.

Example

A territory called CAD-West is assigned to all Customers who are in Alberta and BC. In the inventory pricing matrix, the territory selected is CAD-West. The Inventory item, Widget100, whose regular, non discounted price is $12.50 CAD; the price will be $10.00 CAD for all customers in the CAD-West territory.

No other entry is required for these customers to get this special price. It will be automatically selected unless other variables with a higher “score”

are used. In which case, the highest scoring variable or combination of variables with the lowest price will be used.

Customer Type

Customer Type is a user defined field. Depending on the company business it could contain a value like RETAIL, WHSLE or any other variation. The field is used to combine common business types together for common pricing.

Similar to the example above for the Territory, all Customers with the Customer Type of RETAIL could be assigned the same pricing by using the Customer Type variable.

Warehouse (Multi-Warehouse configuration only)

BVEssentials provides the option of setting item pricing by warehouse when there is more than one warehouse location. This provides an easy way of defining item pricing based on the warehouse, rather than a customer no, type or territory.

Example

A company has 2 warehouses, one on the East Coast and one on the West. All inventory items are imported from China and arrive on the West Coast. There are additional transportation costs to get the items from the West Coast dock to the East Coast warehouse.

As a result, the company charges 7% more on all items that are sold out of the East Coast warehouse.

Conversely, BVEssentials allows the price to be set on the part number so that all warehouses use the same price.

Adding a special price to an inventory record

To add a special price to an inventory record

1. **Open** the inventory record
2. Click **Add**

The Inventory Price Matrix window will open

3. Select the **Customer No**

   Or

   Select **Territory**

   Or

   Select **Customer Type**

4. Enter the **Date Range** for the special pricing

   The Start date is the day the special pricing takes effect. If left blank, the system goes back to the beginning of time (1800).

   The End date is the date the special pricing ends. If left blank, it goes on to infinity.

   Any sales orders that fall within the *start* and *end* dates specified will use the special pricing specified.

Price Break on Quantity

When a customer is required to purchase a minimum quantity before getting the special pricing

5. Enter **Minimum Quantity**

Note: *If the purpose of the special pricing are breaks on quantities, then multiple pricing records will need to be created for each one.*

Absolute Price

Absolute Price is the price this customer is charged no matter what other pricing is available throughout the system. When this box is checked, the system will not look for the lowest price available.

6. Mark **Absolute Pricing**

   Example

   ABC Electronics Company has made an agreement with their customer, Crazy Al that for the month of September, he pays $50

per Portable DVD player he purchases when he orders more than 10. The regular price for the item is $60.

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This is the flat rate the customer will be charged for the item. For example, the price of a DVD player for this customer is $60.

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The discount specified is applied to the customer’s price level (01 – 20). The discount is a percentage.

Example

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Margin

The Margin is the percentage that will be applied to the **current cost** of the item.

Note: *This could have a significant impact on sales revenue if the price drops significantly, or there was a substantial amount of inventory remaining on hand before the shipment with the reduced cost was received.*

Example

There are 200 Widget100 in stock. Current cost is $5.00 each. Regular selling price is $10.00 each. Crazy Al has special pricing; he receives the widget100's for 50% margin on the current cost on Tuesday this week ($7.50).

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The widgets do not have a significant cost price but if there was a large volume sold, like 100, the company could lose a potential $150 in revenue. The loss could be much greater if the cost of the item is significant, such as $1000.

Conversely, if it is expected that cost prices will increase, then using the margin method of pricing is very efficient.

8. Select the **Price Reason**

   Note: Price Reasons can be selected from the list or added on the fly.

9. Click **Save** to save the Price record

   It will be added to the Price Matrix grid for the item.

Note: *With the exception of the Customer No, Territory and Customer Type options, the process is exactly the same as it is when creating a special price for an item through the customer record.*

Deleting a Price Matrix Record

To delete a record in the Price matrix

Note: *If no records have been highlighted in the grid, clicking the Delete button will not activate the delete request.*

1. Highlight the record(s)

2. Click **Delete**

    The User will be prompted if they wish to delete these records

3. Click **Delete**

    The highlighted records will be deleted

Purging a Price Matrix Record

The purpose of purging records is to remove outdated records from cluttering up the database. Typical criteria used to select the records for purging is a date range.

1. Click **Purge**

    The Price Matrix Purge window opens and prompts the user to enter the completion date.

    Purging will remove all price records that have an end date up to and including the date entered into the Completed Date

2. Enter the **Completion Date**

3. Click **Okay**

    All records that have an end date prior to and including the date entered will be removed.

4. **Exit** the Price matrix window

PROCESSING ORDERS

Processing

Processing Orders

The manner in which Sales Orders are processed depends on how the administrator has set BVEssentials up and the permissions a user has been given. *(Refer to the section on Setting up BVEssentials)*

In earlier versions, a user that did not have level 8 or 9 priority was unable to process payments for an order or post the order through to the General Ledger, even if the permissions in BusinessVision appear to have been set up to allow the user to post.

Batch or Post

The priority level determines the level of responsibility that a user is permitted in BVEssentials Sales Order entry.

Any user that has level 7 or lower priority can be given permission to create and modify an order, and to "process" an order, but will not be able to apply a payment, charge the order to an account or post the invoice.

They also do not have sufficient permission to create a batch or place orders into a batch to await posting.

There are three ways to process orders in BVEssentials

1. Always Batch - all orders will be placed in a batch and posted together
2. Always Post – orders will be posted as the order is completed the same as it is in BusinessVision
3. Ask When Invoicing - the user will be prompted whether they want to batch the order or post it

Always Batch

Batching allows an easy method of processing all orders together in one step at the end of the day. It also allows a user with a higher priority level to check over the orders prior to being batched and posted. Changes can be made to orders and then the batch posted with the corrections. It is also possible to "pre-post" a batch to check for errors.

Always Post

The option to "Always Post" means that the order will be posted when it is complete. When the Invoice function is invoked and the payment method selected, the order is closed and posted to BusinessVision. (This is the same method used in BusinessVision Order Entry.)

Ask When Invoicing

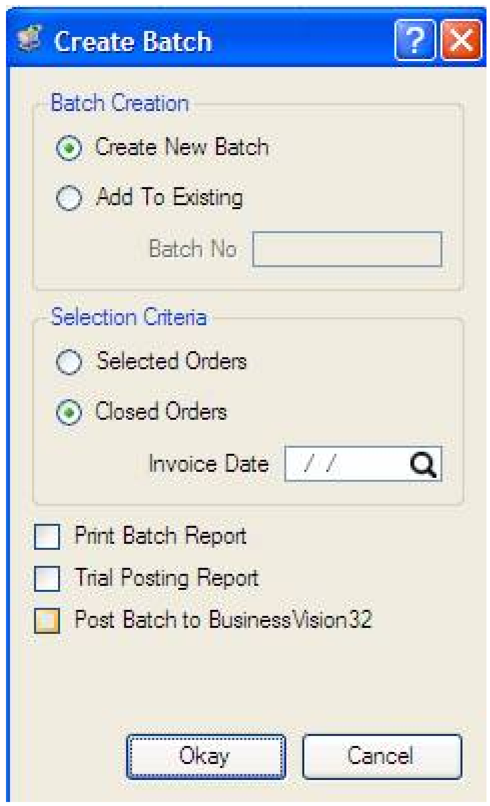
This option prompts the user each time they process the order whether they wish to post or place the order in a batch.

Batches

Creating a Batch

The user must have priority level 8 or 9 in order to create and post batches in BVEssentials. (BusinessVision does not have a batching function.)

1. Click the **Sales Orders** icon
2. Highlight the **Sales Orders** in the list that are to be placed in a batch
3. Click **Create Batch** icon



4. Mark **Create New Batch**
5. Mark **Selected Orders**

    Or

    Mark **Closed Orders**

And enter an **Invoice Date**

6. Mark **Print Batch Report**

7. Click **Okay**

The orders will remain in the Sales Order List, but have now been assigned a batch number.

Once the batch has been reviewed it is ready to be posted.

Editing an Order in a Batch

Orders can be edited even after they have been closed and placed in a batch ready for posting by a user with priority level 8 or 9.

1. Click **Sales Orders** icon to see the order list

2. Select the **order** to be edited

3. Double click the **order** to open the record

   Or

4. Click **Edit** to modify the order

5. Click **Save Close** to save the changes. The status of the order will remain the same until a user modifies it.

Add an Order to a Batch

To add an Order to an existing batch,

1. Select the **Order** in the Sales Order List

2. Click **Create Batch** icon

3. Mark **Add to Existing Batch**

4. Select the **Batch Number** from the look up

5. Mark **Selected Orders** in the Selection Criteria section (default)

6. Mark **Print Batch Report** (prints the transactions in the batch.)

7. Click **OK** button to finish.

Remove an Order from a Batch

To remove an Order from a Batch,

1. Select the **order** in the Sales Order List

2. Click **Remove from Batch** icon

   The order is removed from the batch

Batch Report

The Batch report can be printed when the batch is being posted or when an order is added to a batch.

To print the Batch Report when the batch is being posted,

1. From the Batch List, click **Post Batch**

   The Batch will be posted and the user will be prompted to print the batch report.

2. Click **OK** to post the batch and print the Batch report.

To Reprint the Batch Report

On the BVEssentials Toolbar,

1. Click the **Reports** icon

2. Select **Batch** to display the batch reports

3. Mark **Batch Journal Reprint**
4. Click **Ok** to print the report.

Trial Posting Report

The Trial Posting report is a report that displays the posting entries for every transaction in the batch before the batch is posted to BusinessVision. This allows for supervisors to review the entries to ensure accuracy before posting the batch.

The Trial Posting Report can be printed when orders are added to a batch or from the Batch List.

To print the Trial Posting Report,

1. In the Sales Order List, click **List Batches** icon
2. Highlight the **Batch** to run the Trial Posting report
3. Click **Trial Posting** icon

   User is prompted to print the G/L Trial Transaction report

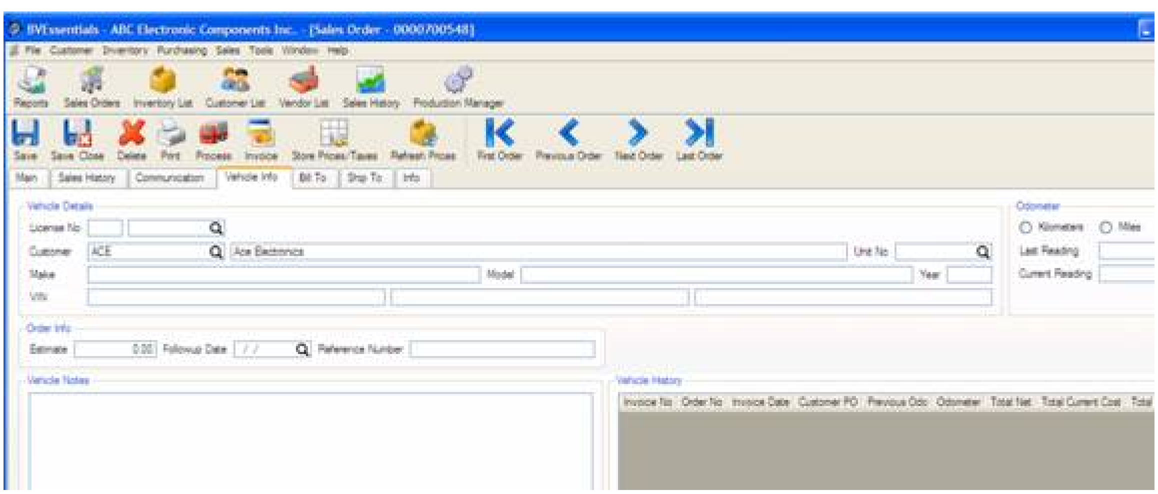
4. Click **OK** button to print the report

   After review for errors, the batch is ready to be posted by a user with priority level 8 or 9

SERVICE BILLING

SERVICE BILLING

Service Billing is an add-on component to the Sales Manager Module. It is only visible to clients that have purchased it and appears as a tab called “Vehicle Info” on a Sales Order.



Vehicle Info Tab

Vehicle Info Tab

The primary function of Service Billing is to store and track information about a vehicle that has had or is about to have a service performed on it.

Both Inventory and Customers modules will need to be set up prior to using Service Billing. Inventory should have the parts and services records already created. The Customer records should also be added to BVEssentials prior to creating a Sales Order that uses Service Billing.

Vehicle Details Section

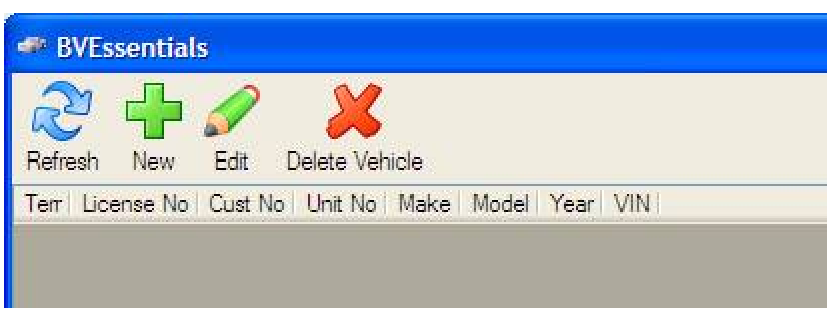
The Vehicle Details section contains data fields pertaining to the vehicle itself, such as the License No, Make, Model, Year and VIN as well as the Customer record this vehicle record will be related to.

Adding a New Vehicle Record

To add a new vehicle record

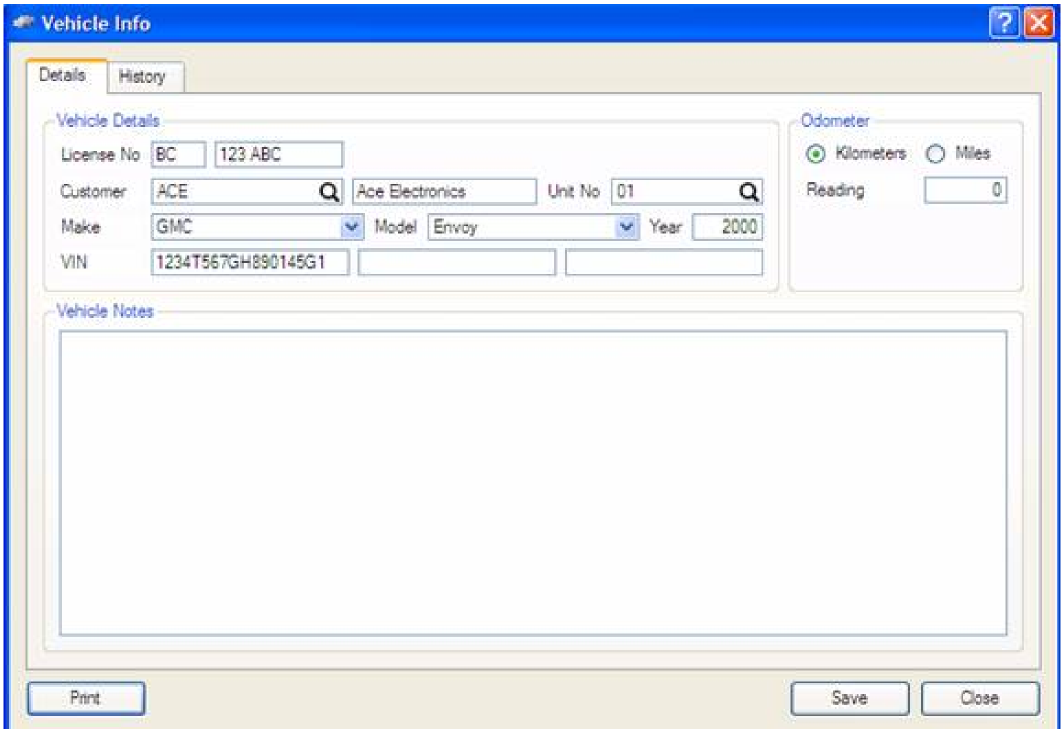
1. Click on the **License No** Lookup

   A new BVEssentials window opens



2. Click on the **New** icon

The Vehicle Info window opens to the Details Tab



3. Enter the State/Province (maximum 2 characters) and License Plate number in the **License No** fields

4. The **Customer No** and **Customer Name** fields will be automatically populated from the same fields in the Sales Order

5. Enter the **Unit No** (01, 3, 10, B24, etc.) if applicable

6. Enter the **Make** of the vehicle (GMC, Chevrolet, BMW, etc.)

7. Enter the **Model** (Blazer, Envoy, Sonoma, F150, etc.)

8. Enter the **Year** of the vehicle

9. Enter the **VIN** of the vehicle

   Note: *Users can enter up to 3 VIN for those vehicles that have more than the single one typically found on a passenger car. An ambulance may have one VIN for the chassis and one for the "box" or body.*

Odometer Section

10. Click Kilometers or Miles as applicable

11. The Reading field will update on this form will update when the Current Mileage field on the Vehicle Info form has been populated.

    Note: *For a new Vehicle record, it is read only and will not accept data input.*

Vehicle Notes Section

12. Enter any applicable notes about the vehicle into the **Vehicle Notes** field.

    Notes can be added each time the vehicle comes in for servicing, providing a running commentary, depending upon if the notes are manually date/time stamped

    Note: *Every entry into the Vehicle Note field will be visible on the Vehicle Info tab and on the Vehicle record. It can also be edited in either location.*

Vehicle History Tab or Section

The Vehicle History tab and section contains the Vehicle History grid which displays all of the sales orders that are related to this specific vehicle.

Users can see a summary listing of the orders and define the columns they wish displayed in the grid to suit their requirements.

After entering all the data relevant to this vehicle in the Vehicle Details tab, the user can

13. Click the **Print** button to print a hard copy of the vehicle information

    Or

    Click the **Save** button to save the record and return to the Vehicle Info window

    Or

Click the **Cancel** button to lose the data entered and return to the Vehicle Info window.

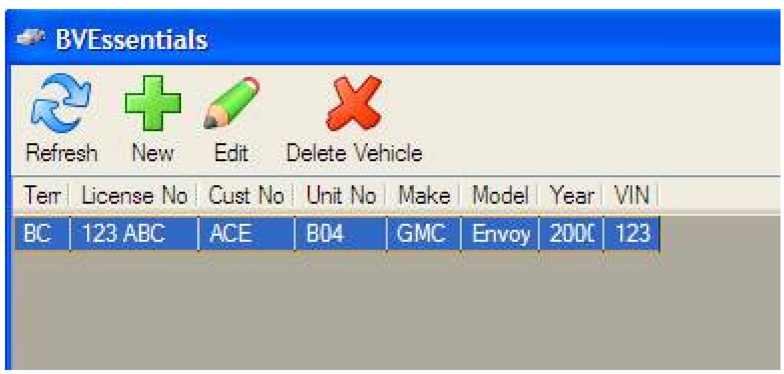
Once the data has been entered in the Vehicle Info tab, the Sales Order can be saved and ready for processing. If the user chooses to close the Sales Order and discard the changes, any changes to the Sales Order including the vehicle record linked to the Sales Order, will be lost.

Editing Vehicle Information

To edit Vehicle Information

1. Click on the **License No** or **Unit No** lookup on the Vehicle Info tab

   A window will open displaying a grid of all Vehicles records that are linked to this Customer.



2. Highlight the **appropriate record** by clicking on it once

3. Click on the **Edit** icon in the navigation bar

   The Vehicle record opens, available for editing.

4. Edit the required information

Note: *It is highly recommended that a chassis or passenger VIN number not be deleted in order to retain the integrity of the vehicle record. There are some instances when a vehicle will be assigned a different License No or Unit No, or a numbered box will be moved from one chassis to another and those fields will need to be updated to properly correspond with the vehicle being serviced.*

Deleting a Vehicle Record

It is not recommended that a vehicle record be deleted as it could affect the data available in the Sales Order and remove all history of the vehicle from BVEssentials.